

## JOB DESCRIPTION

# Folding Operator - Chippenham

ACCOUNTABLE TO: Shift Operations Manager



Location: **Chippenham**

Full time: 40 hours per week - Monday to Friday. Candidates may be required to work outside of these hours, when necessary, especially in busy periods.

CPI Group has an exciting opportunity for an enthusiastic **Folding Operator** to join our dynamic team.

CPI Group are a pan-European book printer and distributor with 17 manufacturing sites based within the UK, France, Germany, and Spain. We work in numerous markets including Trade (printing millions of Harry Potters!), to printing books for the academic and educational markets delivering school books and books on demand. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

## ROLE OBJECTIVES

The purpose of this role is to operate MBO Combination folder, ensuring that all work is produced to a high standard of quality and performance with minimal waste and incidents of spoilage

## RESPONSIBILITIES

The position involves:

- Organise the folder, ensuring machine/process runs efficiently throughout the shift, achieving optimal machine performance
- Follow Company planned maintenance programmes
- Accurately following information on the works instruction ticket
- Prepare materials for make-ready on machines
- Identify and highlight any print or fold issues where applicable
- Prepare elements in advance of the next job to ensure seamless change over between jobs is achieved
- Adhere to standard operating procedures, identifying changes that may be necessary to keep daily check sheets current in line with H&S requirements
- Ensure good housekeeping of machine and area

## KEY COMPETENCIES

- Previous folding experience required
- Use of mechanical handling equipment and pallet turners
- Able to use a computer and capture data
- Capable of working at a high standard, under pressure and meet deadlines
- Ability to organise and schedule own time and activities in order to monitor progress and stay on top of own workload and company targets
- Flexible, reliable and trustworthy
- Work on own initiative and as part of a team

If this role appeals to you, please apply in writing with a current CV to

HR Admin, Becky Strange [BStrange@cpu-print.co.uk](mailto:BStrange@cpu-print.co.uk)

*If you currently work for CPI Group (UK) you must notify your Line Manager before you apply*