

JOB DESCRIPTION

Machine Room Assistant (Days/Nights)

ACCOUNTABLE TO: Works Manager

Location: CPI Books – Croydon Site

This is a full time 36 hours per week role - Three 12-hour shifts per week rotating weekly. 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 MRA 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 & Czech Republic. We work in numerous well known publishers printing millions of paperback and hardback books every year covering fiction, educational & academic books. The business is growing, and we are looking for energetic, creative, innovative team players to join us.

ROLE OBJECTIVES

The purpose of this role:

- To ensure all machines have the correct work and any other materials required to produce the next job on the schedule.
- To ensuring work to be processed is in the correct place at the time required.
- To ensure machines and operators have minimum/no waiting/downtime.
- To move work between departments as required.
- To keep the working area clean and tidy, empty waste bins as required following designated waste streams.
- To assist with maintenance and cleaning of machines when required to reduce downtime.
- To assist in any areas as and when required.

RESPONSIBILITIES

The position constant attention to detail and regular feedback to your team leader to facilitate continual improvement in the processes employed.

- Your own time keeping & attendance.
- Following the pre-set schedule set out by Scheduling system.
- Ensuring all materials are in the correct place when required.
- Return unused/left over consumables back to storage area when no longer required.
- To organise supplies and put in designated areas.
- Cleanliness of factory area and surrounding to ensure a safe working environment for yourself and others.
- To assist on machines as and when required.
- To monitor stocks and report back to team leader or purchasing any shortages or stock outs.
- To move work between departments as required.
- Following any Health and Safety rules and guidelines to protect both yourself and others.
- Following the correct streams for waste produced

KEY COMPETENCIES

Some of the key attributes we would look for:

- The ability to operate any equipment needed to produce work (Training may be required).
- The ability to follow instructions both verbal and written.
- The ability to communicate any issues or feedback information as required.
- The enthusiasm to meet targets set for performance.
- Be able to use and follow the Scheduling system.
- Be capable of using the guillotines (training will be given).
- The ability to handle paper.
- The ability to cut white paper and back trim work (Guillotine training will be given).
- A Fork lift licence (Training may be required).
- Basic computer skills.
- The ability to work as part of a team as well as on your own initiative.

Note:



This job description does not cover every responsibility and duty relating to the post. There is a requirement that the job holder will perform other duties that reasonably fall within the scope of the position or as requested by their managers.

The logo for CPI is displayed in a dark grey, sans-serif font. The letters 'C' and 'P' are large and bold, while the 'I' is smaller and positioned to the right of the 'P'. The logo is set against a solid green background that occupies the right side of the page.