Terinex Flexibles Ltd
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Printing Assistant - Job Description

Job Title: **Printing Assistant**

Reporting to: **Print Press Lead Operator**

Purpose:

A Print Assistant supports the Print department following set tasks from Senior Operators to ensure production and quality requirements are adhered to. The print assistant will work in a constructive manner, following all guidelines and procedures regarding Safe Working, Quality, BRC & FSC standards.

The role:

- Maintain all housekeeping standards to ensure care and maintenance of equipment and sustain an organized, clean work environment free from debris and hazards.
- Ensure that all instructions for the safe operation of any equipment is followed, and any PPE is worn, as required.
- Cleaning of printing plates, anilox rolls and Operator Maintenance Programmes are adhered too.
- Monitor viscosity of inks.
- Assist in scanning drawdowns and ink returns.
- Ensure correct inks are placed in relevant sequence on press.
- Assist in following quality guidelines to ensure customer requirements are met as instructed. This includes repeat length, position of print, colour standards must be adhered to in-line with the x-rite system to a delta of 2 or as stipulated by the customer. Ensure quality checks and standards are maintained at all times.
- Accurately record production data.
- Assist in performing preventative maintenance on machines as required in accordance with scheduled PPM.
- Work safely, following all safety policies and good working practice. Follow all procedures to ensure BRC requirements are adhered to at all times.
- Ensure compliance with FSC Chain Custody requirements.
- Perform any miscellaneous duties requested by supervisor or management.
- Establish/maintain cooperative effective working relationships with a positive attitude to teamwork.
- Maintain Health and Safety standards throughout all areas of the business. Ensure to report all Health and Safety concerns, near misses and incidents to the Production Manager and assist in the investigation of any such occurrences.

If you are interested in applying for the role of Printing Assistant, please email a copy of your CV and covering letter to Anna Szeleszczyk-Balicka, Quality & Compliance Manager – anna@terinexflexibles.com – NO AGENCIES.