

Blackburns of Bolton Ltd
Job Description

Job Title: Encoding Department Assistant
Responsible to: Encoding Team Leader
Liaison With: Printing & Binding Team Leaders and Staff

Main Purpose of the Job

To work as part of the Encoding Department Team to ensure output and quality of product are to specification, working strictly to the procedures laid down in order to meet customer expectations and delivery timescales.

Main Duties

1. To operate the Continuous Guillotine ensuring accuracy of output with maximum productivity.
2. To prepare credit books to order specification.
3. To Staple and Backstrip finished books providing a quality finish.
4. To pack consignments according to specification completing the necessary delivery and despatch documentation.
5. To ensure a Final Inspection is carried out in full before releasing jobs and that job bag verification is completed.
6. To move pre printed materials into the Department and convey finished goods to Despatch.
7. To report all anomalies and material / consumable requirements to the Team Leader.
8. To fully and accurately complete the daily timenote, prior to leaving.
9. To carry out all general housekeeping / 5S requests as directed.
10. To ensure adherence by the department to agreed systems and procedures specifically relating to Tharstern, Lean Principles, Quality, Health and Safety and Environmental Standards.
11. To work flexibly, transferring to the Binding or other departments as requested.
12. To co-operate fully in all assignments and be prepared to train in multi-tasking across departments..

May 2009

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Personnel Specification: Encoding Department Assistant (Binding Department Assistant)

The main scope of the job is the production of Encoded Credit (Paying In) Books in small batches for Banks and Public Bodies. The individual books comprise pre-printed pages which are then specially numbered and personalised, assembled into books including re-order slips and finished by adding front and back covers and a strip of adhesive tape on the spine. Accuracy and quality of product are paramount and the ability to produce to tight production deadlines essential.

Must Haves:

1. No criminal convictions.
2. General good health.
3. Physically fit (Lifting / carrying / transporting) .
4. Literate / numerate. (Department admin / timenotes / delivery notes etc).
5. Good eyesight (or corrected vision) / hand-eye co-ordination, attention to detail.
6. Evidence of a good school and / or work history.
7. Ability to work within a Team, display flexibility.
8. Be prepared to work additional hours in the evening or weekends as requested.
9. A conscientious, neat and tidy work ethic.
10. References (Bank Security Policy).

Advantageous:

1. Computer literacy.
2. Previous similar experience
3. Non Smoker.
4. Local to Bolton or within easy commuting distance.

General Conditions:

1. Basic weekly hours are 37.5 Monday to Friday (individual pattern to be agreed).
2. Overtime when required paid at premium rates.
3. 26 days holiday (Plus 8 Bank Holidays) after 12 months service. (accrued pro-rata).
4. Pay negotiable according to experience.

Applications:

By post or e-mail, including full CV and 2 references to:

Karen Anderson, Blackburns of Bolton Ltd, Unit H, Lecturers Close, Bridgeman Street, Bolton, Lancs BL3 6DG. E-mail: ka@blackburns.co.uk

NO TELEPHONE ENQUIRIES PLEASE

Blackburns of Bolton Ltd is an Equal Opportunities Employer

