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Job Description
Printer/Plotter Operative

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Reports to: Design Manager and Operations Director

Working as part of the Design Department, this role is responsible to set up, operate and maintain production equipment, which includes but is not limited to, large format roll to roll digital printers and sign vinyl plotters. In accordance to written and/or verbal instructions, established by company procedures, safety whilst performing quality control.

You will be able to demonstrate an enthusiastic, team-oriented work ethic with the flexibility and willingness to take on any task. You should display a forward-thinking, positive outlook and offer strategic productive solutions. You need to have exceptional multi-tasking skills, high attention to detail, and ability to take ownership of projects from start to finish.

You will also be required to work closely with the Production and Installation Departments.

KEY RESPONSIBILITIES:

- Operator will be involved in all phases of large format production, together with preparing electronic files for print/plotting and RIP setup.
- Performs fabrication and colour corrections when necessary utilising RIP software.
- Inspects finished prints/plotted sign vinyl for defects, such as dust and smudges, failed cuts and removes defects.
- Verifies details of job orders and assignments
- Sets up printers and plotters according to established company guidelines, safety and job requirements.
- Inspect and examine printed/plotted products for print clarity, colour accuracy, conformance to specifications, and external defects.
- Prints job maintaining production rate, colour density, registration, and quality standard within company and client guidelines, and makes adjustments as required.
- Completes production records.
- Ensures proper cleanliness of printer, work station, and immediate area.
- May be required to train others to operate printers/plotters.
- Perform all required preventative maintenance on equipment.

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- Maintain inventory of consumables and supplies.
- Examine job orders to determine details such as quantities to be printed, production times, and stock specifications. colours, and colour sequences.
- Ensure required resources are available in order to complete job (media, fonts, graphics, etc.).
- Evaluate output and make adjustments to obtain a desired level of image quality.
- Ensure proper media handling, conditioning and loading.
- Identify workable production solutions for challenging projects and trouble shooting
- Balancing design work requirements to ensure quality and timely delivery.
- Liaise on behalf of **The Sussex Sign Company** with various trade professionals.
- Assist in finding efficiencies for the department.
- Demonstrate the ability to handle many issues, items and functions at one time and deal rapidly with multiple items in prioritised sequence.
- Demonstrate the ability to set and prioritise goals and achieve them as scheduled.
- Demonstrate flexibility to adjust to rapidly changing requirements and schedules.
- Demonstrate the ability to act on own initiative.
- Demonstrates a desire to learn, willingness to do both menial tasks and take on more complex challenges.
- Demonstrate the ability and willingness to work with the design team to achieve their best.
- Demonstrate the ability and willingness to seek suggestions from peers and associates.
- Demonstrate the ability and willingness to build and maintain positive relationships.
- Possess the ability to work with management to achieve Company goals including customer satisfaction and company profitability.
- Demonstrate willingness to work together with peers and other departments to improve quality and performance.
- Other supportive duties as assigned within both the Design and Production Departments.

KEY SUCCESS CRITERIA:

In conjunction with the Design Manager and the Senior Management team for the achievement of client satisfaction, revenue generation, and long-term Design Departmental goals in line with company vision and values.

- Be able to communicate successfully in both written and verbal format.

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- Be cordial and amenable.
- Be confident, be tactful and have a persuasive manner.
- Good organisational and time management skills with the flexibility to prioritise as necessary.
- Demonstrates the ability to speak professionally with both internal and external clients.
- Ability to work under pressure.
- Good 'people skills', for working with a range of team members and clients.
- A professional manner.
- Disseminating messages to team members efficiently and promptly.
- Ability to take initiative.
- Identify workable production solutions for challenging projects and trouble shooting.
- Ability to learn other programs necessary for the position.

QUALIFICATIONS & SKILLS:

- NVQ Level Two Sign Making.
- Methodical, well organised approach to work.
- Must be able to work independently and or part of a professional team.
- Flexible, enthusiastic and “Can Do” attitude.
- Multitasking ability.
- Objection handling.
- Listening skills.
- Desire to continue education through trade shows, seminars, special courses, etc.
- Demonstrates the ability to perform well and remain organised under pressure and tight deadlines.
- Strong computer skills.
- The ability to ascertain the necessities of a project brief and consider practical, workable solutions.
- Must be able to lift up to 50 lbs. without assistance.
- Has knowledge of digital ink systems.
- Has good understanding of digital substrates.

EXPERIENCE:

- Minimum 2+ years' of experience working as a machine operator preferably in a similar setting / capacity.

PREFERABLE SKILLS:

- Higher education accreditation - this may be in graphic design, illustration, fine art or a related subject
- Have knowledge and experience of working within the sign industry.
- Roll to roll Laminating experience.

LEVEL OF AUTHORITY:

- None.

This job description is subject to review to ensure that it reflects the strategic direction requirements of **The Sussex Sign Company**.

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