

No. 1 Press Minder

March 2018



Join the team... be part of the **FAMILY.**

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Letter from the Managing Director



I'm delighted to introduce you to Pepper, an innovative, fast paced company with over 35 years' experience in the marketing print and mailing sector.

We are not the norm. For a start Pepper Communications is run by four brothers... Who get on! As a second-generation family business, we've taken on the challenge of growth, doubling over the past few years. And we are not content, we've invested in our Langage site and as a motivated and resilient Team Pepper we are pursuing the next step in our growth strategy. The print and mail sector is the fifth largest in the UK economy, so there is plenty of scope for growth.

In 1982 our father set out to create a company which would put customer service at the forefront of its delivery. Over 35 years on, we believe he would be very proud of what we continue to achieve. Our customer satisfaction speaks volumes – we live and breathe the concept of giving customers an 'armchair ride'.

Our employees play an essential part in the growth of the Company, and we recognise that each individual has their own unique strengths that contribute to the success of Pepper. Filled with talented, passionate and dedicated people we have the ambition to match our potential and have been growing steadily year on year.

Proud to be the only company in Devon and Cornwall to be appointed Royal Mail Strategic Partner status, in addition to meeting ISO 9001, ISO 1400, FSC quality standards and GDPR Compliancy Pepper is looking to expand their friendly team, and as such a great opportunity has arisen for an experienced Finance Manager to join us.

If you are switched on, with a head for numbers, a tenacity for analysing financial information, a great communicator and happy to work autonomously this could be the job for you!

We are a friendly bunch and you'll be able to call on the knowledge and experience of our enthusiastic staff to help support you as you grow within the Company.

If you are keen to join the Pepper family and be part of our exciting journey, I look forward to hearing from you.

Jude Whitford
Managing Director



Job Description

The Press Minder is responsible for printing both colour and mono jobs from fixed and variable formats. It is his/her responsibility to manage all resources available, to ensure the best quality job is produced at all times whilst adhering to ISO standards.

Good communication skills are essential at all levels of the organisation and externally. You will liaise with the Production Scheduler, your team and other departments to ensure good communications and smooth progress of work through the company. A strong awareness to meet client deadlines and quality expectations must be observed at all times.

We look after Team Depper!

Collaboration is in our nature...
After all we are 4 Brothers!



Summary:

The press minder is responsible for running full colour lithographic Heidelberg XL75 & XL105 printing presses. It is his/her responsibility to manage all resources available, to ensure the best quality job is produced at all times whilst adhering to ISO standards.

Qualification:

- 9 GCSE's or equivalent at Grade C or above to include English and Maths

Duties and Responsibilities

- Work within estimated press times on the job bag specification.
- Minimise waste of labour time and materials and maximise quality at all times.
- Be responsible for all work that comes off press. If there any quality issues whilst running then this is to be communicated to the Production Scheduler at the earliest opportunity.
- Ensure that every aspect of work is captured on the Intranet Data Capture system.
- Maintain and clean press on a daily basis as per press checklist and maintenance schedules. Document and file service schedules and ensure machinery is kept in good working order.
- Keep Shop Floor Team Leader aware of all work that is coming off press so that it can be allocated a slot in finishing.
- Meet the deadlines set by the works list and the job bag.
- Make sure that you follow all the procedures relevant to your job stringently, concentrating on utilising all the technology available matching ISO colour standards.
- Communicate any work improvement ideas that you have to the Production Director during the department update monthly meetings.
- To ensure that make ready sheets and file copies are quite clearly separated and marked accordingly and samples are put into the job bag
- Ensure the smooth hand-over of jobs and workloads to the following shift and to the finishing department communicating any potential issues.
- Liaise with pre press and finishing departments to ensure smooth flow of work and maximum quality on all jobs.

Person Specification

Performance measures:

- Consistent working within budgeted and estimated times
- Customer satisfaction with regard to print quality
- Reduction of labour and material waste
- Machine up time – measure of regular preventative maintenance

SKILL-SET

| To do the job you will need... | This would be great... | How we will see this... |
|---|---|---|
| <ul style="list-style-type: none"> • Good verbal and written communication • Excellent & efficient organisational skills • Problem Solving • Strong eye for quality, detail and colour • Working under pressure and to tight timescales • Excellent interpersonal skills • Flexibility and commitment • Commitment to ongoing personal learning and development and team progression • Previous press room experience (a minimum of 3 years experience within the print industry operating Heidelberg presses is essential) • Proven track record of KPI delivery • Proven experience of operating multiple Heidelberg SM & XL presses | <ul style="list-style-type: none"> • Extensive Heidelberg printing press knowledge • Engineering logical mindset • Knowledge and experience of 12647-2 Colour standard • Proven track record of minimal make ready and maximum running speeds | CV Cover letter Interview Selection Tests Qualification Certificates |

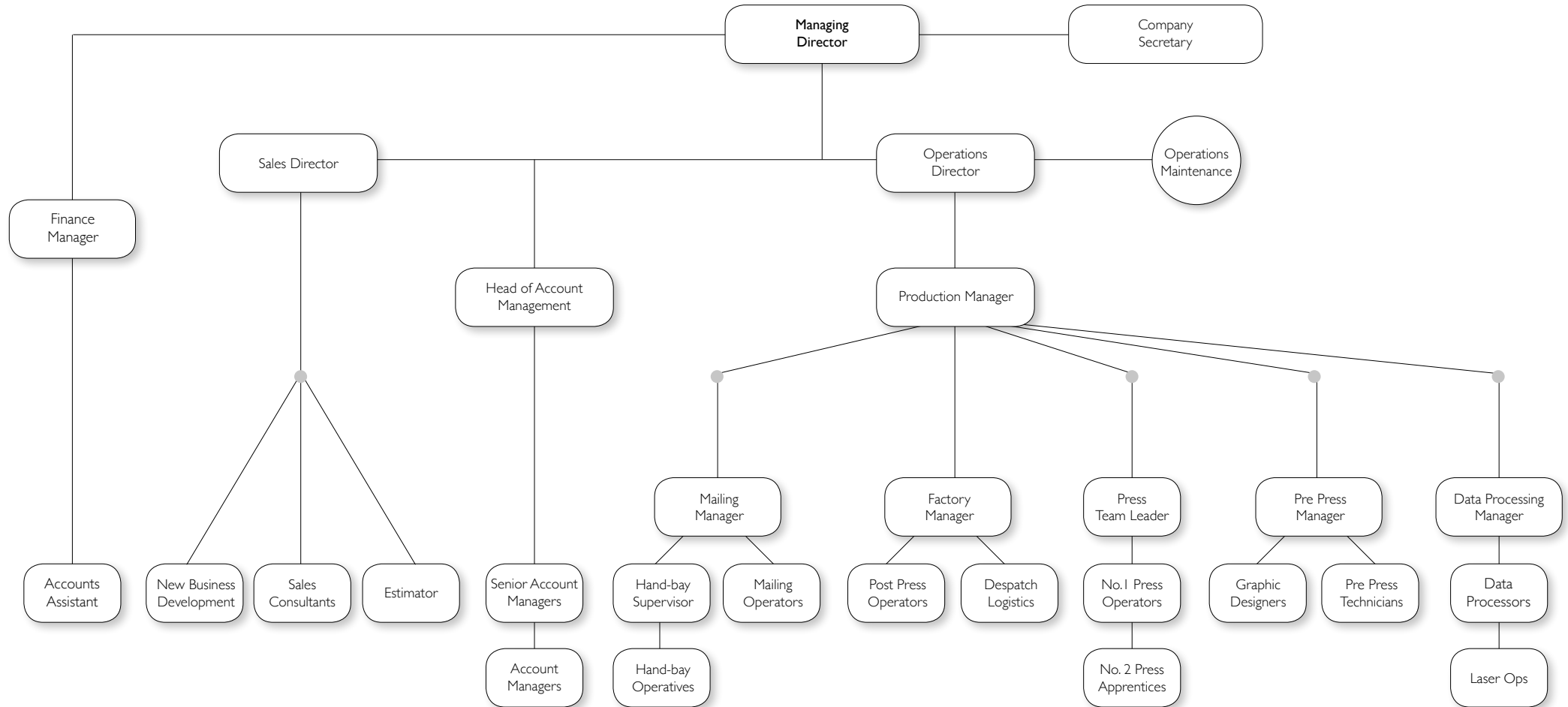
MIND-SET

| To do the job you will need... | This would be great... | How we will see this... |
|--|--|--|
| <p>Self starter, at ease in a self-directed and motivated role.</p> <p>Able to prioritise well a changing workload with varied deadlines.</p> <p>Positive outlook, demonstrates integrity and honesty.</p> <p>Natural tendency to ensure that tasks are followed through with attention to detail and accuracy.</p> <p>Resilient and persistent in getting to an end goal and seeing things through.</p> | <p>Motivated by a changing environment and driven to enact change that has commercial benefit.</p> <p>Strong logic and problem-solving skills and enjoy working in a fast-paced environment.</p> | CV Cover letter Interview Kolbe Profile |

Conditions and Benefits

| | |
|-----------------------|--|
| Place of Work | Plymouth |
| Salary | £20 - £25k PER ANNUM (Depending on experience). |
| Working Hours | Triple shift pattern working Earlies : 6am – 1:30pm / Lates: 1:30pm – 9:00pm / Nights: 9:00pm – 6:00am |
| Reports to | Production Manager |
| Works with | The Press Team (6) and occasionally with Pre-Press (4) & Post-Press (6) |
| Probation | The appointment will be subject to the satisfactory completion of a 3 month probationary period. |
| Annual Leave | 23 days holiday in addition to bank and public holidays |
| Staff Benefits | <p>Pension (Employer Contribution)</p> <p>Absence Award Programme</p> <p>Duvet Days</p> <p>Company Health Scheme</p> <p>Cycle to Work Scheme</p> <p>Childcare Vouchers</p> <p>Life Insurance</p> <p>Free staff parking</p> <p>Training and development opportunities</p> |

Pepper Company Structure



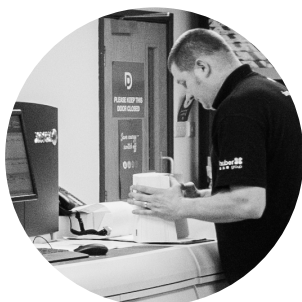
From our Staff...



"I love this company! The management are truly invested in each individual's growth and success. It's nice working for people who actually care about your future and invest time and money to help you be successful."

Matt Sibbald

Pre-Press Manager



"I have worked for Pepper for 15 years and can't imagine leaving! Over the years, **we have made so many positive changes** and it has become a much better workplace because directors took the time to listen to employees!"

Neil Myers

Data Processing Manager



"Managers at this company are really effective at leading their teams. They show that they care about employees by sitting down with us one-on-one to discuss our futures, the projects we're working on, and any challenges that stand in our way. You don't realise how much you need a caring and effective manager until you're on a team that actually has one!"

Sandra Donald

Senior Account Manager

Recruitment Schedule and...

How to Apply!

Please send us your CV with a covering letter outlining how you meet the Person Specification and why you should be considered for this role.

Send to us at...

jobs@pepper.co.uk

Closing date: Monday 16th April

Interview date: From 19th April

NO AGENCIES PLEASE.

