

Printer

Position Description



Position Title:	Printer		
Reports to:	Production Supervisor (Brisbane) / Production Manager (Melbourne)		
Direct Reports:	None		
Financial Delegations:	None		
Division:	Label Manufacturing	Dept:	Pressroom
Location:	QLD / VIC	Creation Date:	20/07/11

Company Overview

insignia is a national label manufacturing business with a strong focus on providing valued solutions to its customers. Part of the Winson Group, insignia has an unwavering passion to help Australian businesses compete. Our values, our people, our products and our services have been the platform for nearly 50 years of being an indispensable partner for our customers.

Our Promise:

- Market leading products
- Nationwide coverage
- Expertise across all industries
- Delivered with personable service and support, diligence and professionalism

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

The position of Printer is responsible for the efficient manufacture of label products by operating the line printing presses to meet safety, time, quality and customer specification demands.

Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values

Label Manufacturing

- Ensure all machines are set up, run and shut down correctly to achieve order production and quality specifications.
- Ensure correct mounting of printing plates and dies, and set up of ink and die stations.
- Monitor job accuracy and quality to ensure compliance with production and customer requirements, by performing on line quality checks.
- Advise Production Supervisor / Production Manager if non-conforming product is identified and can not be corrected.
- Advise Pressroom Supervisor / Production Manager of low stock or raw materials levels, or other significant operating issues.
- Actively participate in lean manufacturing and continuous improvement activities and initiatives.
- Undertake all company designated training, both on-the-job and internal and external courses, as appropriate.
- Carry out routine maintenance and cleaning activities, and maintain good levels of housekeeping at all times.

Safety

- Safety is paramount in all tasks.
- Follow all company procedures for health and safety, including but not limited to the use of PPE, manual handling, and hazard and incident reporting.
- Maintain high personal standards of occupational health and safety in all work activities, which includes but is not limited to the use of process chemicals, manual handling and operation of moving plant and machinery.
- Ensure machinery and equipment is kept clean and in good condition and report all failures, breakdowns, and other maintenance and safety issues to the Production Supervisor / Production Manager.
- Ensure Pressroom and work stations are kept clean, tidy and free of clutter.

Key Competencies/Experience

Key Competencies

- Good understanding of health and safety requirements in an industrial environment.
- Good understanding of label manufacturing, flexographic printing process, and die cutting.
- Good understanding of and ability to evaluate label product quality.
- Intermediate understanding of warehouse processes, and labelling and coding industry standard practices.

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- Ability to communicate effectively with team mates and supervisors.

Experience

- 2 – 3+ years experience in the printing industry.

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours.
- Label orders are manufactured on-time, in full and meet quality standards.
- Pressroom and work area is maintained in a clean and tidy state.
- Safe working practices are maintained at all times.
- Compliance with quality Standard Operating Procedures.
- Compliance with all health & safety company standards and requirements.

Qualifications

- Certificate III in Printing and Graphic Arts (or higher relevant qualifications) will be highly regarded

Mandatory Criteria

- N/A

Specific Requirements of the Position

- Available for over-time when required
- Light to heavy manual handling required
- Testing and pass: Colour Blind Test

Key Stakeholders

Internal

- Manager and Supervisor
- Production and Warehouse Employees
- Maintenance employees and contractors
- QOHSE Department
- Sales and Customer Care Departments

External

- Suppliers (printing and engineering)

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Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name &
Signature

_____ Date _____

Manager Name & Signature

_____ Date _____

Date	Reviewed By	Comment
26/03/11	N Golenkova	New PD
02/06/11	N Golenkova	Added manual handling requirement
14/07/11	D Leeming	Addition of tasks and safety requirements
20/07/11	D Leeming / Paul Connolly	Minor changes made to body of text
23/06/15	S Lindsay	Updated content
23/06/15	S McCalman	Updated format and removed org chart
25/01/16	S McCalman	Role is the same across Brisbane and Melbourne. Added Melbourne to location and Production Manager as additional reporting manager.
15/08/16	S Lindsay & S McCalman	Reviewed and updated to reflect current practices