

## Finishing Operator

### Job summary:

**Location:** Chippenham, Wiltshire

Permanent, full time (37.5 hrs per week, mixture of Shifts)

6 am to 2 pm (Mon to Friday)

1 pm to 11:30 pm (Mon to Thurs)

Peak shifts

6 am to 6 pm (Mon to Friday)

6 pm to 6 am (Mon to Friday)

**Closing date:** 3<sup>rd</sup> September 2021

**Salary:** £18,000 to 21,000 per year depending on experience

Are you hard-working, passionate and a committed team player? Do you have previous print finishing experience and take pride in the work you do with a flexible can-do approach?

We're excited to be able to offer this great new role for a Finishing Operator within our production team.

Woods Valldata is a leading UK fundraising services provider. Our business supports charities in raising more funds for their good causes. We value our staff highly and believe that every role is important.

Every individual has their own part to play in making sure we offer the best service for our clients and is valued for the work they do.

### We're looking for someone who:

- Has a flexible and reliable approach to work
- Is able to work accurately and determine priorities
- Shows good attention to detail and understands the importance of this
- Can communicate with other team members and work well as part of a team
- Is willing to work within other departments if needed
- Will work closely with other members of the wider Production department to ensure efficient workflow

### About Woods Valldata

#### We help charities raise more by:

- Being proactive in our day-to-day dealings with clients, looking for ways to drive efficiencies and lower costs
- Ensuring the experience of their supporters stays brilliant – helping them build lasting relationships with their donors

- Sharing our experience and expertise to improve the results of campaigns and grow their fundraising programmes

We're a friendly bunch – about 150 of us in total – working from our purpose-built headquarters on the edge of Chippenham in Wiltshire. We're just off the M4 so if you live in or around Swindon, Bath or Bristol, or even further afield, we're easy to get to.

## Perks of the job

Alongside your competitive salary, working at Woods Valldata you also get:

- Discounts and benefits portal
- Company pension
- Regular social events
- On-site parking
- Shift allowance
- 23 days holiday + bank holidays

## Our values

**We are one team:** We collaborate and support each other in an open-minded, positive, and encouraging way. We build mutual trust and respect by actively listening to one another. We are most effective when we are driving for a common goal and having fun together.

**We believe in people:** The wellbeing of our staff is our highest priority. We enable people to realise their full potential but valuing the diversity and contribution that each person brings.

**We take ownership:** "Leave it with me, I've got it!". We take ownership when we believe that taking action is not someone else's responsibility. Using passion, dedication, enthusiasm, commitment, and tenacity, we search for and find successful solutions.

**We strive for the highest standards:** We are passionate about finding better ways to get things done, questioning existing solutions, simplifying and streamlining to create positive change. Always seeking to improve, we are dedicated to providing a professional service and getting it right every time.

**We show integrity:** We deliver on our promises and honestly own up to our mistakes. We are straight-talking, transparent and avoid ambiguity.

## Role Description

**Title:** Finishing Operative Including - Folding Operator/Guillotine Operator/Enclosing Operators/Laser Operator.

**Reporting To:** Production Manager

**To:** ensure all aspects of Finishing for each job role are produced to the correct specification and the Job Briefs are followed correctly.

**In a way that:** you will take pride in your role making sure that there are no errors or issues with the print or stock supplied from each process.

**So that:** our charity partners and their supporters receive the correct correspondence for the relevant campaign each and every time.

### Daily expectations:

- To have a full understanding of all the quality procedures related to each finishing Process.
- To know and understand the entire operational requirements of the assigned machine.
- To be fully aware of the required production dates and timings of each campaign.
- If the machine is not running to optimum speed or optimum quality highlight the issue to the Head of Production.
- To work towards achieving zero defects and look for ways of reducing waste.
- Highlight any changes that you think could be made to improve efficiencies within the department.
- If there is anything stopping, you from doing your job you inform the Production Manager immediately.

### Important priorities:

- Ensure you understand and follow the company policies with regards to System, data and physical security at all times.
- Ensure you understand and follow the company policies with regards to Health and Safety at all times and you have read and signed the company Health & Safety policy.
- Ensure you understand and follow the company policies with regards compliance with PCI and GCRTS and other relevant standards
- Ensure you understand and follow the company Standard Operating Procedures where they exist.

### Your responsibilities will include:

- Prepare printed materials to be Lasered / folded / Trimmed or Enclosed by reading job instructions to understand all production requirements.
- Setting of Lasering / Folding / Guillotine / Enclosing equipment ensuring you have received the correct job and stock from each department and that you are Lasering/ Folding/Guillotining/Enclosing the job to the correct specification as indicated on the Job bag/Enclosing Sheet/campaign brief & Proof.
- Ensure Lasered/folded section is put into outer envelope to make sure the barcode sits 2mm above window in envelope.

- Ensure tickets are trimmed to the correct size indicated on the job bag.
- Ensure when enclosing you follow the enclosing sheet and set the machine with the correct stock and get signed off before Production commences.
- Achieve production and quality standards by monitoring machine operations, detecting any Malfunctions and deviations, adjusting controls where needed during the run.
- On production of the job, you will have continually checked that the folding and trimming quality is up to the required standard that will not impact on the enclosing machines and have reported any problems with stock supplied.
- Ensure that the completed job from each finishing process is delivered to each relevant department in the timescale allowed and that the quality of work is to a high standard.
- To always ensure good housekeeping within your given area.
- You will be expected to undertake training where deemed necessary and to run, or assist in running, other equipment within the department including but not restricted to OCE/Xerox laser printers, Pitney Bowes Enclosing machines, Neopost Enclosing machines & Guillotines.

**Key performance indicators:**

- KPI's are recorded and shared for mailing dates.

**Required experience**

- Proven record of print finishing experience