



JOB DESCRIPTION

Job Title:	Production Assistant
Reporting to:	Production Manager
Company Profile	
<p>Stocksigns have been trading for 60 years; they are market leading manufacturers of Health and Safety signs, as well as a range of high quality bespoke signs.</p> <p>This is an exciting opportunity for someone who has lots of drive and a strong work ethic and wants to become a key member of our busy production team, involved in all aspects of large format printing and finishing from the preparation of production files through logistics and store operations as a valued member of the team of a renowned sign making company</p>	
Purpose of Job	
<p>Applicants for this role must be able to prove they have the drive and willingness to acquire the necessary knowledge quickly and effectively, with the determination to work hard in a challenging environment. The successful, self-motivated candidate will be rewarded with the opportunity to learn and practice a broad range of skills associated with sign production and become a key member of our current production team</p>	
Key Responsibilities	
<p>Day to day responsibilities</p> <ul style="list-style-type: none">• Plotting, cutting and weeding vinyl signs (Summa vinyl cutter and sharp with the scalpel)• Vinyl graphics application onto various sign materials (RollsRoller, wet and dry hand application)• Finishing and preparing goods for delivery with quality checking <p>Additional responsibilities where training will be provided</p> <ul style="list-style-type: none">• Large format digital printing and digital cutting(flatbed, roll and hybrid printers, digital cutting table)• Processing internal works orders using in house software ready for manufacturing (Clarity, CRM and MIS)• Use RIP software to prepare files for printing (Onyx and Caldera RIP) and layout software for nesting onto sheets)• Using Adobe software for the preparation and checking of artwork sent through by the graphics department (Adobe CS proficiency, Illustrator, Photoshop and Acrobat)• Maintaining a level of stock for various equipment within the department and replacing items with purchasing where necessary (roll and sheet materials, miscellaneous).	



Qualifications	GCSE grade C or higher in Maths and English
Experience	Self-confident knowledge of Adobe suite is mandatory (Particularly illustrator, photoshop and acrobat)
Skills & Abilities	Computer literate and competent with a PC, and ideally MAC also
Personal Qualities	Work is of a physical nature and would suit energetic individuals High level of attention to detail Precision in work Have both a technical and practical approach to work
Other	