

Data and Print Production Technician

The Team at Precision

Precision is an independent digital and marketing solutions company providing data driven and e-commerce solutions to large and small businesses, some of which are household names. This is a hands-on print production role, delivering high quality print services to multiple clients.

The role

To process data and create digital print layouts for personalised print production, running print production to multiple client specifications and schedules.

- Data preparation including digital data processing for personalised print production, checking data for accuracy and generating bar codes/QR codes in accordance with customer specification
- Document preparation including accurate and high-quality production of MS Word and PDF documents and templates. Document checking and proofing.
- Liaising with internal account managers and external customers, clarifying briefs, obtaining proof approval and updating production schedules.
- Personalised print production and print management; printing to both mono and colour laser/digital printers, utilising feeder technology and including routine maintenance of equipment.
- Running print production machinery and delivering high quality print outputs, involving safe operation of a range of machinery and manual handling of print materials.
- Act as technical lead for the Smart Inserter technology, managing settings and printing bar coded documents to enable effective smart inserter functionality
- Liaison with print room colleagues, providing support and assistance where required.
- Following quality control and health and safety processes
- Effectively utilising technology (PrintShop Mail, spreadsheet, word processing and graphics software, databases etc)
- Any other relevant duties to meet the needs of the business, as required.

Required skills

- At least 6 months relevant experience in a relevant digital print production role
- Good accuracy and attention to detail with an eye for graphics and document layout
- Proficiency with a range of relevant software including PrintShop Mail, Microsoft Office (Word, Excel), Adobe etc
- Excellent understanding of safe print production protocols
- Basic machinery maintenance skills (training provided)
- Ability to work to tight print production schedules and quality standards
- Good communication skills (written and verbal)
- Flexible and customer focussed attitude
- Ability to undertake manual handling/lifting tasks

Place and hours of work

Precision's headquarters are at Lamdin Road, Bury St Edmunds, where you will be based.

The working week is 40.75 hours, working shifts mostly Monday to Friday with weekend working on a rota basis or in accordance with production schedules. Shifts which involve early starts and late finishes may be required. Flexibility in working hours is a requirement of this role.

About you

It is important to us that you bring your own **uniqueness** to our team and can contribute to our sustainability **values**. For this role you will need to have outstanding attention to **detail** with a flair for document production. You will need to be a great team player with an organised and methodical approach, keeping the **customer** at the heart of what you do.

What you can expect

At Precision we work hard and play hard. We make sure colleagues have a safe and supportive place to work and we have **covid-secure** procedures and precautions in place.

We have a history of developing our colleagues and like to offer progression opportunities as they arise. We are a dynamic company which has sustainability and the **environment** at its heart. We also take a proactive approach to the **wellbeing** of our teams.

The salary for the role is competitive and takes account of previous skills and experience. Full time roles attract 23 days holiday per year (including 3 to be taken between Christmas and new year) plus bank holidays. We also operate a contributory pension scheme with generous employer contributions and other company benefits.

