

## **JOB DESCRIPTION**

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**ROLE: Printer**

**LOCATION: Ruislip**

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### **PRIMARY RESPONSIBILITY**

To run the labelling and leafleting printers productively.

### **SECONDARY RESPONSIBILITIES**

- To check all leaflets and labeling thoroughly.
- Be aware of space management.
- Assist the department with continuous improvements.
- Provide holiday and absence cover when required, in other roles.
- Any other duties as required.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Effective communication skills, verbal, reading and writing.
- Ability to multitask
- High attention to detail.
- Health and Safety awareness.
- Knowledge of Good Manufacturing Practices/Good Distribution Practices
- Knowledge of MS Office.
- Sound numerical skills
- Work on own initiative and as part of a team.