

Production Operative



Office Location:

Hours of Work: Monday to Friday, 08:30 to 17:30

Reporting to:

The Company:

Snap is a leading print and essential marketing/promotion services partner in Ireland.

It was founded in 1984 and today employs c100 staff across 16 Centres in Ireland. Snap is passionate about helping companies promote their brand in a creative, modern and innovative way, enabling them to grow their business. Working with Irish SME's, multinational companies and large corporate organisations, Snap provides a range of products and services across Print, Design, Promotional Products, Signage and Digital Solutions. Winners of multiple Irish Franchise awards, including Service Franchise of the Year on three separate occasions.

The Role:

The Production Operative is highly motivated, driven and experienced in a range of print production and finishing techniques/equipment. The role is best suited to an individual who is dynamic, adaptable, motivated, high attention to detail/quality and driven to execute tasks/objectives, working closely with the sales, design, production and wider team to ensure deadlines are achieved.

In this role, the Production Operative will ensure jobs are printed/finished to meet the specifications requested by the customer and maintaining the high-quality standards that Snap insists on.

This individual will be a key member of the team and will assist management and the team with suggestions on how to improve processes, look to continually improve the production process.

The Role:

Key Responsibilities:

- Read and interpret work docket instructions.
- Print/finish jobs to the highest quality standard, flagging any potential quality issues in advance with the sales rep.
- Update job progress on MIS (PrintLogic).
- Pack and ship jobs (customer collection, courier, Snap delivery) when complete.
- Ensure Equipment is maintained and maintenance logs updated.
- Quality check parts inline with Snap and customer requirements.
- Assist with the print, QC and packing of the parts.
- Assist Management with the planning of production.
- Assist Management and the wider team with the storage/stock management.
- Assist the wider Production Team as and when required (*dependent on the current production demands*)
- Conduct final inspection of work to ensure customers' specifications are met before delivery.
- Ensure work area is kept clean and tidy.
- Carry out other tasks as required by management.

Key Attributes:

- It is a must that the individual is highly organised with the ability to manage multiple activities simultaneously to accomplish goals, establishes efficient work procedures to meet objectives and be skilled in prioritising and meeting deadlines. A problem solver, who can address issues in a professional manner.
- A person with a hard-working ethos who is flexible, maintains effectiveness by adjusting behaviour, work routines, and habits to meet a goal and/or changing circumstances.
- A positive, can-do attitude and dedicated to going above and beyond.

Key Requirements:

Production Operative



- Experience in the Print industry essential.
- At least 5 years' experience in a similar production role.
- Excellent communication skills, professional manner and customer focus are essential.
- Strong understanding and ability to ensure standards and processes of Quality [*ISO standard*], Health, Safety and Environment are upheld.
- Proficient in the use of Microsoft Office suites and ability to run reports as required.
- A strong working background, fluent in English and a clean driving license.
- Desire to learn/take feedback.

Remuneration: Salary TBC [*based on experience*]