

JOB TITLE

Production Technician

LINE MANAGER

Production Manager

ABOUT US

Aztec Oils is one of the UK's leading specialists in high-performance lubricant manufacture and distribution.

SUMMARY

Responsible for the day-to-day running of the print room department, including meeting all production targets and achieving quality standards.

PRIMARY RESPONSIBILITIES

Tasks to include but not limited to:

- Manage the label print on a day-to-day basis
- Print labels from the data base based on daily demand while understanding all visual forms and their aesthetic
- Manage quality control on all printed labels
- Maintaining and calibrating print m/c
- Ordering labels based on MOQ and stock levels
- Aid with label design for specific customer requirements
- Being proactive in approach to the role
- Allocation, tracking, and closing of all completed work orders from production in a timely manner
- Ensuring data bases are maintained and easily accessible on all occasions
- Ability to follow standard work and manage workload in a timely manner
- Manage inter-departmental communication with regard to label design and stocks
- implement and promote a high standard of housekeeping in the department
- Maintain Health, safety, environment, and quality best practices
- Other duties as assigned

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to work under pressure and manage time effectively
- Excellent attention to detail
- Computer literate with an emphasis on design packages
- Basic stock system knowledge would be advantageous
- A basic knowledge of MRP and ERP systems would be advantageous
- High standard of verbal and written communication
- Professional approach to all tasks set
- Willingness to extend job responsibilities in order to assist co-workers, learn new skills to advance career

ADDITIONAL INFORMATION

Salary: £25,000-£28,000

Shift: Monday – Friday: hours to be confirmed at the interview level with the hiring manager

Enhance holiday

To apply for the vacancy, please submit your CV and a cover letter to HR - giulia.talmacel@aztecoils.co.uk.

To find out more about Aztec Oils visit our website www.aztecoils.co.uk

