



DIGITAL PRINT APPRENTICESHIP

CX Services is a direct marketing services company specialising in customer experience. The services offered to our diverse range of clients include digital print, mailing, fulfilment, database management, contact centre and web chat.

We are looking to recruit a Digital Print Apprentice based at our premises in Dunoon, Argyll. The role will be based in our busy warehouse and will include stock management and mailing fulfilment duties.

Following a successful 3 month minimum probationary period the successful candidate will move onto a 24 month training plan which upon a successful completion will lead to an SVQ level 3 and a Modern Apprenticeship Certificate.

The Role – key duties include:

- Managing digital print jobs on our Xerox digital production presses
- Using guillotine to chop printed materials
- Using folder and inserter machine
- Using inkjet printer
- Packing fulfilment items into envelopes/boxes
- Stripping of returned mail
- Focusing on quality and flagging any quality issues found immediately such as problems with the seal or incorrect contents.
- Receiving and booking in stock deliveries
- Assist with Royal Mail and other courier despatches
- General Warehouse Cleaning Duties
- Following Health & Safety and Company procedures

The SVQ Modern Apprenticeship Certificate Training will include:-

- Make Sure your Own Actions Reduce Risks to Health and Safety
- Plan Work to Meet Production Requirements
- Maintain and Configure Digital Systems
- Send and Receive Digital Files
- Control Digital Colour Printing Machines
- Design and Produce Creative Digital Colour Artwork for Print
- Produce Imposed Digital Files(Separations) for Printing

Unit 14, Highland Avenue, **Dunoon**, Argyll, PA23 8PQ

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There are also a number of other training units within the digital print pathway that will be discussed with the successful candidate to attain the Modern Apprenticeship certificate.

The Successful Candidate should have the following skills:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • <i>No previous experience necessary</i> 	<ul style="list-style-type: none"> • <i>Experience of working with digital printers</i> • <i>Working in a team</i>
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • <i>Good communication</i> • <i>Computer literate</i> • <i>Knowledge of Microsoft Office Suite</i> • <i>Use of email as communication tool</i> 	<ul style="list-style-type: none"> • <i>Adobe Creative Cloud Suite</i> • <i>Knowledge of PlanetPress Connect software</i> • <i>HTML and CSS coding</i> • <i>Use of finishing equipment such as guillotines, folders and inserters</i> • <i>Full Clean Driving Licence</i> • <i>Forklift Licence</i> • <i>Maths Nat 5 qualification or equivalent</i>
Attitudes and commitment	<ul style="list-style-type: none"> • <i>Reliable</i> • <i>Diligent & Punctual</i> • <i>Hard working</i> • <i>Organised</i> • <i>Willing to attend training courses as required</i> 	

PAY & HOURS

Salary: National Minimum Wage

Full time - 37.5 hours per week. Standard hours are Monday to Friday, 8.30-5.00 excluding an unpaid 30 minute lunch break, however, when work volumes are high and print deadlines are tight it may be necessary to adjust the hours which could include early starts/late finishes.

Applicants should email their CV to recruitment@cxservicesltd.com

Closing date for applications: 18th June 2021

CX Services is an Equal Opportunities Employer

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