

Campden BRI (Chipping Campden) Limited

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Campden BRI (Nutfield)

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Job Profile

Print Room Supervisor

Department of Marketing and Communications

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time to time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department

This is a great opportunity to join an enthusiastic, friendly, supportive and multi-disciplinary team responsible for promoting and communicating our science and technology to members and other existing and potential clients. We do this through a range of communications channels and activities including:

- the development and maintenance of the corporate and other websites and related electronic communications.
- design and production of newsletters, brochures, leaflets, posters and related materials.
- production of audio and video content.
- management of the company's social media presence.
- campaigns to promote designated aspects of our services and research activities.
- coordination of the work of our 13 Member Interest Groups (MIGs).
- provision of an in-house, centralised digital print facility.
- management of specialist suppliers such as PR, marketing and communications agencies.
- handling of media enquiries.

We also play a significant role in internal communications in the business - promoting awareness of business and other developments – for example, through our Intranet i-comm.

Duties and responsibilities:

- To produce high quality printed material using digital printers and ancillary equipment.
- To work with the DAP Manager and team to improve print efficiencies and simplify processes and procedures where possible.
- To maintain appropriate records and masters of documents and activities.
- To coordinate dispatch of corporate mail shots.

. In specific terms, the aims of the role are:

- Undertake printing/production of a wide range of printed corporate materials, including course notes, corporate and promotional materials. Distribute materials as requested (80%)
- Coordinate ordering of copier and printer paper, as well as printer toner and finishing materials for the print room (10%)
- Maintain the digital archiving system, including scanning paper originals to the electronic system (5%)
- Liaise with the mail-house and manage the monthly scheduled mailings; assist with the collation and distribution of mail shots (5%)

Qualifications, skills and experience

- BTEC/HNC/HND or equivalent relevant experience involving working with digital printing equipment
- Familiarity with and understanding of Microsoft and related computer packages, and generally good level of computer literacy - including software and hardware associated with digital printing.
- Ability to use various print room equipment -e.g. hole-punch, folding and binding machines
- Good personal organisational skills
- Ability to work to deadlines and schedules
- Good attention to detail

Pay and benefits

Salary:	Guide £18,000 - £22,500
Grade:	G2
Holidays:	24 days plus public holidays and a buying/selling holiday scheme.
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk