

## **JOB DESCRIPTION**

Job Title: GTO Press Minder

Department: Production

Responsible To: Operations Manager/Production Team Leaders

Main Purpose of Job: To effectively produce orders that meet the customers requirements. To ensure that all details on completed jobs are as per customers requirements.

Key responsibilities:

1. Effectively and efficiently run the GTO Press.
2. Check the accuracy of product specification.
3. Monitor and maintain the quality of the product.
4. Comply with Health and Safety Standards and workplace legislation.
5. Working to APACS Standards.
6. Recommend changes and improvements.
7. General machinery maintenance.
8. Liaise were appropriate with sales, planning, procurement and finishing departments.
9. Keeping work area tidy at all times.
10. Such other comparable duties that may be required by the Operations Manager.

This job description covers the current range of duties and will be reviewed from time to time. It is the company's aim to reach agreement on changes, but if agreement is not possible, the company reserves the right to change this job description.