



## JOB DESCRIPTION

Job Title:	<b>Envelope Setter</b>
Reports to:	<b>Shift Manager</b>

### **Summary of Position:**

Heritage Envelopes Ltd is one of the largest envelope manufacturers within the UK, producing over 2 billion envelopes per annum at their production facility in Blackburn. We are looking for an enthusiastic, hardworking candidate who is capable of operating a W&D envelope machine. The candidate must be willing to work on a 3 shift system.

### **Duties and Responsibilities:**

- Set up and operate a W&D envelope machine in accordance with the training matrix, achieving Level 4 standard in all aspects up to setter level
- Make minor repairs from any problems that occur during production
- Produce envelopes in accordance with the information on the job bag
- Maintain an acceptable level of quality control
- Accept responsibility for packer assigned to his/her machine
- Follow internal systems and processes at all time
- Ensure all internal paperwork is completed accurately and efficiently
- Attend regular refresher/update training as and when required
- Conduct yourself in a professional and courteous manner at all times
- Ensure Health and Safety procedures are adhered to at all times
- Maintain a clean and tidy work area
- Work well as part of a team
- Any other duties as and when required