



## JOB DESCRIPTION

Job Title:	<b>Trainee 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 interested in learning how to become a fully qualified envelope setter capable of running a bank of envelope machines. The candidate must be willing to work on a 3 shift system.

### **Duties and Responsibilities:**

- To be trained by a skilled packer to learn the fundamentals of production before progressing to machine minder
- To be trained by a skilled machine minder to learn intermediate production skills before progressing to trainee setter
- To be trained by a skilled setter in accordance with the training matrix, progressing towards a Level 4 standard in all aspects up to setter level
- To be trained to make minor repairs from any problems that occur during production
- To be trained to produce envelopes in accordance with the information on the job bag
- To be trained to maintain an acceptable level of quality control
- Follow internal systems and processes at all time
- Ensure all internal paperwork is completed accurately and efficiently
- 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