



Role Title	Bank Staff - Graphics
Department	Scotland's Bravest Manufacturing Company
Location	Erskine, Scotland
Reporting To	Graphics and Print Lead - SBMC

Main Purpose of the Job

To assist in all aspects of our graphics and print production activities within the Large Format Print, Digital Print and Signage departments of SBMC. This role includes supporting graphics design, printing, cutting and finishing operations.

Overview of the Role

You will assist in the production of products to the correct standards - including the design, printing, cutting, laminating and assembly of printed material and signage solutions.

There will be a requirement to assist in other complementary areas of the business if demand requires.

Your Key Responsibilities

Operational

- Ensure technical design specifications are achieved via print ready artwork files, templates and graphic representation
- Actively support team leads and operations manager in achieving SBMC performance targets
- Support wider works where your skill is required
- Provide technical support in the manufacture of print and signage
- Ensure all drawings are approved and circulated as appropriate under guidance of the Graphics and Print Lead

People

- Work directly with the operational delivery team in successfully achieving results

Other Responsibilities

- Support other aspects of the social enterprise where appropriate.
- Carry out any other duties within the scope of the role and as reasonably requested

General Responsibilities

- Embrace and live the RBLI values – Integrity, Motivated, People First, Accountable, Community and Teamwork = IMPACT
- Comply with all Health & Safety requirements, including carrying out risk assessments
- Adhere to all RBLI policies and procedures
- Undertake any relevant training and development required for the role
- Undertake any other duties as directed by your Line Manager that reasonably falls within the scope of the role

Essential Skills/Experience

- Demonstrable competence in graphic / design software products
- Confident user of IT including MS 365 suite and office type products
- Comfortable working in a fast-paced environment and working on a variety of concurrent projects
- High attention to detail
- Self-motivated, with extremely good team work ethics.

Desirable Skills

- Experience of Sign Lab/ Sign Plot Software
- Use of wide format printing machinery
- Sign making experience

Note: This job description is a general guide to the above role and is not indicative of all the activities and functions of the jobholder which may vary from time to time according to the needs of the business and as instructed by the nominated Line Manager.