



**NILORN UK LTD**

ADDING VALUE TO YOUR BRAND

BRANDING • DESIGN • PRODUCT DEVELOPMENT • LOGISTICS

## Job description – Production Clerk

### Overview

- Working as part of a team
- Reporting to Production Manager

### Responsibilities

- Assist in the processing of orders
- Preparing and making of plates
- Printing Rotary letter press jobs as per production spec
- Printing Thermal/Tags/Stickers as per production spec
- Designing and quality checking Thermal labels/Tags/Stickers
- Cut and fold care labels as per production orders
- Pass finished articles through to despatch
- Assist in month end stock checking/ordering consumables
- Maintain all machinery to a high standard of working order
- Checking every day stock levels/rotation

### Personal Skills Development

- Time management – working to deadlines
- Flexibility regarding responsibilities and overtime
- Project Management
- Systems Knowledge (not essential as training will be given) – Excel, Outlook, ERP, Butler, Nice Label
- Strong communications skills – face to face, telephone and electronic with suppliers
- High level of literacy and numeracy
- High level of attention to detail
- Accuracy in all areas especially literacy and numeracy
- Personal development

### Personal Attributes

- Adherence to the practises and procedures of Nilorn UK as outlined within QMS manual and departmental processes
- Working as part of a team to meet company objectives
- Promote Nilorn's products, services and core values at all times
- Working to get the job done as necessary
- Effective and professional communication skills
- Travel maybe required as part of the role

#### ADDRESS

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GERMANY HONG KONG INDIA ITALY  
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#### REGISTERED

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