

Schedule 1

Job Description

Beautiful Production (Signage and Production Operative)

- Running the Printers, Laminators and Vinyl Cutters
- Running associated Software – Caldera, Rasterlink, Adobe Creative Suite & Microsoft Office
- Maintain workshop equipment
- Liaise with the Office Manager in person and through our CRM to formulate objectives and understand requirements of varied Sign, Print and Display projects
- Finishing Processes for all of the above (including use of the Trimming Bench)
- Installation of Vehicle Graphics, Signage, Exhibition Stand Graphics
- Organise workflow to meet specifications and deadlines
- Light administration, Creating On The Job - Processes and Systems Manuals and Artwork Checking
- Reporting on key production metrics for Cost Control
- Deliveries, Installations and other Site Visits and Surveys (including international travel). Working at height
- Ensure workspaces are kept tidy and organized at all times when working on site or in production and follow health and safety precautions
- Demonstrate a professional appearance and manner at all times with visitors and clients and champion the Beautiful brand and its values at all times

Customer Service

- Taking calls from current clients, potential clients and suppliers, recording their details and the topic of conversation and actioning or passing on the information
- Updating the CRM (Customer Relationship Management) database to ensure it is accurate at all times
- Greeting visitors and liaising with clients in a friendly and professional manner
- Adhering to the company's data protection policy and respecting non-disclosure agreements and client confidentiality