

H&H Group plc
Job Description
Signage Technician - H&H Reeds Printers

Job Title: Signage Technician - H&H Reeds Printers

Reporting to: Signs & Display Manager

Overall Job Purpose:

To undertake display, signage and vehicle wrapping tasks thereby enabling H&H Reeds Printers to be the chosen provider in the area.

Job Description

Primary Accountabilities

1. To undertake the role of Signage Technician which will include the following:
 - receiving production instructions on docket
 - ensuring that customer requirements are understood
 - measuring and estimating signage utilising computerised sign technology
 - installing and maintaining all types of sign and display
 - assembling and installing shop fascias, including but not limited to: sign trays, acrylic letters, and free-standing signs.
 - applying vehicle graphics and vinyl wraps to all types of commercial and private vehicles in accordance with customer requirements
 - liaising with the signs team and the customer to resolve any issues
 - providing digital printing as required in accordance with customer requirements
 - advising customers on aspects of design, quality and cost efficiency
 - working at various locations on buildings and vehicles
2. To utilise print and graphic design software.
3. To receive customer complaints and either refer them to the Signs & Display Manager or deal with them in accordance with appropriate procedures.
4. To work in accordance within FSC environmental guidelines.
5. To monitor the sector for H&H Reeds Printers and to develop an awareness of new methods, services and products in order to ensure the company is capable of reaction to any developments.
6. To attend training and to develop relevant knowledge and skills in particular with relation to the print system.

Secondary Accountabilities

1. To acquire current knowledge with regard to Health & Safety and in particular to legislation relevant to the company and to seek advice accordingly.
2. Operational ad hoc duties.