



Job Description

Printing Officer

BCA operates the largest used-vehicle marketplace in the UK and Europe operating in 10 countries, 60 different locations, selling 1.3 million vehicles per annum. BCA touches over 3.5m vehicles a year as it provides services along the vehicle life cycle from port to dealerships for new vehicles to refurbishment and logistics for used vehicles and the core re-marketing and auction operations.

This is an exciting opportunity to join British Car Auctions, a fast-paced company that really values your skills and hard work - a chance to work for the BCA Operations Team, a positive and focused team working for Europe's largest vehicle remarketing company.

Main purpose of job:

Produce printed material and review specifications, identify and fix problems with printing equipment and assemble pages.

Main Responsibilities:

- Review job orders to determine quantities to be printed, paper specifications, coloured front pages, T&C's and special printing instructions.
- Responsible for setting up and running the printing process for auction catalogues.
- Arrange pages so that materials can be printed.
- Load the machine with paper or other materials. Following a trial run to check that everything is functioning correctly, before starting to print.
- Collect and inspect random samples during print runs to identify any needed adjustments.
- Ensure printers are fully updated for a smooth and accurate production process.
- Trial run to make sure everything is functioning correctly.
- Print any other related material.

Essential Criteria

Excellent organisational skills

Able to communicate clearly and liaise with other departments

Happy to work in noisy environment whilst printing is taking place

Desirable Criteria

Previous print production experience would be beneficial

Can demonstrate being proactive and working on own initiative

Willing to adapt working times to the needs of the business



Working Hours

Working hours are Monday to Friday from 5.45pm – 10.00pm or until printing has been completed. The successful candidate may be able to choose on occasion whether they want to print the night before or start it early one morning so long as the catalogues are ready before 8.30am.

The successful candidate may be able to choose on occasion whether they want to print the night before or start it early in the morning so long as the catalogues are ready before 8.30am each day.

Bank Holidays are a normal working day here at Blackbushe so you will need to either book the day off, take it back as time of in lieu or be paid at time and a half.

Salary

£18,366.40

Working for BCA

We have been bringing together buyers and sellers for nearly 70 years. Starting in 1946 as Southern Counties Car Auctions, we were one of the first companies to let people across the UK buy and sell a wide range of cars at auction, from budget run-arounds to exotic imports.

Working for BCA you will receive;

23 Day's holiday

Company pension scheme

Internal promotion as much as possible

Free parking onsite

Cycle to work scheme

Subsidised onsite restaurant

Reward scheme that offers online and high street discounts

If you are looking for a career that has great teamwork, training, rewards, long-term scope and is going places - apply now!

To apply please send your CV to recruitment@bca.com