

## August 2017 Candidate Brochure

*Permanent Candidates Individually Selected for your Business Needs:*

### Facilities and Archiving Assistant

**(ID: 11604)**

In his face-to-face interview with Kings, **this gentleman came across as honest and reliable**. Having recently been made redundant, from a Facilities Assistant role, he is looking for a new opportunity to utilise his skills he has acquired from his **15+ years continuous work history** within a major international financial firm. His duties included; organising couriers, **dealing with clients face-to-face covering the Helpdesk**, monitoring and ordering stationary and **performing basic maintenance tasks** on all photocopiers situated around the building ensuring they were in working order and ready to use. He was also **responsible for assisting with archiving items** and the recalling of boxes requested by various departments.

### Reprographics Supervisor

**(ID: 11561)**

This loyal and client-focussed lady has **20+ years within a Reprographics Supervisor role** at her previous firm. It was her concern to deliver **high-end client facing printing**, such as bids for new strategic business, marketing materials and presentations. Further to this she was responsible for managing and **prioritising bookings made on the firm's online system, managing internal budgets** and delegation of work to the relevant department. Her technical knowledge includes **Creo and Fiery workstations**, Ricoh, Canon and Xerox large format printers, **editing using Adobe Acrobat Pro** and various finishing equipment, including wire binding, scoring unit and lamination up to A3.

### Digital Reprographics Operator

**(ID: 11570)**

After his face-to-face interview our Kings Consultant asserted that this gentleman was **'very warm, communicative and friendly'**. His skills knowledge is extensive, covering both **large format and high volume printing**, with operational knowledge of Ricoh, Canon and Xerox equipment. He has been recently made redundant from his role at a management consultancy firm, where he was responsible for **printing presentations, client proposals and marketing materials**. He also has skills within print finishing having operated a Morgana **guillotine and booklet maker** as well as binding and laminating machinery.

### Experienced Reprographic Operator

**(ID: 11611)**

As a **valued member of Kings specialist temporary reprographics team**, this lady carries out assignments in the print rooms of many of our clients based in the City, often at very short notice. She possesses a **wealth of knowledge across print, IT, post, scanning and print finishing** and is currently looking for a permanent opportunity in which she can utilise her broad set of skills. We have had fantastic feedback from our clients regarding our candidate, one expressed that **"she is a brilliant worker and gets on with the job"**. During her time temping for Kings, she has worked in **Local Government and Councils, Legal environments and corporate firms**. In this time she has worked as both a Reprographic Operator and in a supervisory capacity as a Team Leader. She informed us that she is happy in either role.