



Candidate Brochure

*Candidates Individually Selected for your Business Needs
December/January 2018*

Office Services Assistant

(ID: 11867)

This gentleman has **14 years continuous work history** as a **Reprographic and Facilities Operator within a professional services environment**. In his current role he is responsible for printing and finishing documents to a high standard, all manner of post drops, booking and logging of couriers throughout the day, fax distribution and meeting room set-up.

Previously he was a member of the Kings temporary support team and the feedback from our clients has been excellent, commenting on his **hardworking nature, and strong interpersonal and communication skills**.

In addition to his Facilities/Post and Reprographic abilities his skills include **Excel Advanced**, Binding using Wiro and Comb, Booklet Maker, Trimming, Guillotine, Scanning PDF documents, Stock checking, Post Room, couriers, mail, franking, use of Oce CPS 700/CPS 800/CPS900, Oce 2090, 2105, 3145, 3155, 3165, VP2090/VP2070, CS2344 Plotter, Oce TDS 600 Plotter & Scanner, OCE TCS 500, Canon CS5250i, CS7270, HP DesignJet 1050C, 1050C plus, PDC Magna Punch, PDC Closers, Creaser Perforator, Laminator, and Ideal Cutter

Facilities Assistant

(ID: 11295)

At his face to face agency interview, it was clear that this candidate is a **warm and communicative gentleman with a tremendous amount of skills in office services** gained within leading law firms. He has covered Post, Porterage, Archiving, Meeting room arrangements, Moves and Changes and Print and Scanning Services.

Additionally he is confident in, **Transworld on line courier, on-line Net Courier Software**, Pitney Bowes Franking Machines, International Courier handling, File storage and retrieval, Head Clerk duties, Records and **Deeds Security**, Facilities Assistant, **Helpdesk, Health & Safety checks, DSE assessments**, Royal Mail and DX post, **minor maintenance**, and Fire Alarm tests and procedural processes.

This candidate is available immediately for temporary or permanent positions having only just been made **redundant in December, he is keen to get back into work immediately**

Reprographics Supervisor

(ID: 11561)

This loyal and client-focussed lady has **10+ years within a Reprographics Supervisor role** at her previous firm. It was her responsibility 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.

Print, Fulfilment and Data Specialist

(ID: 11304)

Our candidate has **10+ years' experience working within the Digital Print Industry**. At his interview with Kings, our consultant noted that **this gentleman came across a 'great team player'** and someone who is clearly 'dependable and enthusiastic in nature'. In addition to a **broad practical knowledge of digital reprographics**, having operated a range of **Oce, Xerox, Sharp, Morgana and Ricoh** equipment in addition to CTC, Sharp MX-M11000, Bove guillotine, Morgana folders, a wide range of finishing kit, Mailing, Artwork, Proofing, Administration, MS Word, Excel, Outlook, Photoshop, **Adobe CS Illustrator, InDesign, Paint Shop X2, Quark Xpress**, Data entry, PDF handling, **Matchit, variable data, Excel, Direct mail, mail merge, de-duping**.

With **excellent PC skills** we trust that you will see that this is a candidate worthy of an interview appointment. If you wish to see him please call Kings immediately

