



October 2018 Candidate Brochure

Permanent Candidates Individually Selected for your Business Needs:

Facilities Coordinator

(ID: 12232)

Our candidate is an experienced **Facilities Coordinator** with over 5 years' experience in the **facilities management field**.

In his current role, he is **responsible for site inspections, energy surveys and all daily inspections** of the development. He manages all contractors and cleaners on site, ensuring all health and safety requirements were met and work was completed to a high standard. He **maximises opportunities to engage with all clients**, ensuring a high level of customer satisfaction at all times.

He has certification in the following areas: **COSHH Risk Assessment, IOSH Health and Safety Workplace, Pool Plant Certificate, First Aid at Work and DBS Certificate**.

He is a **dedicated and enthusiastic individual** ready to take on challenges. He works well within a team, displaying a high level of initiative and confidence. He has a notice period of 4 weeks.

Reprographic and Mail Room Operative

(ID: 12224)

This gentleman is a **highly skilled Reprographic and Mail Room Operative** with considerable experience working across a multitude of sites within a digital print capacity.

He has learnt the individual nuances within each industry, such as, law firms, financial businesses and retail companies. He has **excellent knowledge of digital printing, document binding and scanning services**; this includes **hard copy printing, e-bibling and wide format work**.

He has experience using a range of software including **Microsoft Office, Adobe Acrobat and Fiery**. His reprographic experience extends across a range of kit including **Ricoh, Canon and Konica Minolta**. He is a very polite and communicative individual seeking his next opportunity.

Account Manager

(ID: 11989)

Our candidate is a highly skilled **Account Manager** with **several years experience working for a print business**. Her day to day duties include **directing all operational aspects of the reprographic business, managing and training a team of five**, identifying new leads and **pitching products and services to maintain strong client relationships**.

She is **proficient in Microsoft Office, including Word, Excel and PowerPoint** and has sound experience using **Adobe Creative Suite software, such as, InDesign, PhotoShop and Acrobat**. An enthusiastic and driven individual, she is **fluent in a number of languages**, namely French, Italian and Spanish.

From her interview, it is clear she is a **self-motivated individual with a strong skill set in account management**, who we believe would be an asset to any company. She is immediately available for interview.