



Title: Experienced Reprographic Operator

Location: Cambridge

Salary: £18,000 - £20,000 pa

Hours: 8.30am – 5.00pm

Job Ref: 467

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An **Experienced Reprographics Operator**, with knowledge of high volume printing is required to be part of our client's team in Cambridge. The ideal candidate will have skills using Adobe packages including InDesign, Photoshop and Illustrator.

Candidate Duties/Requirements:

- Processing email requests via Outlook for electronic documents to be printed and finished
- Operating **various Ricoh equipment**, including Ricoh Printer 5000, Ricoh Afico Colour 7500 and 7501
- Print Finishing, including Guillotine, saddle-stitch, booklet maker and wire binding work
- Creative artworking, knowledge of **Adobe Creative Suite advantageous**
- To review all printing requests, assessing and quality checking the work
- Adhere to health and safety rules keeping equipment and the work environment clean and tidy

Skills Required:

- **Advanced skills** in both hard copy and digital reprographic copying and finishing
- IT Skills including **knowledge of Adobe Packages & Microsoft Office** (Word, Excel, PowerPoint)
- A **customer-focused approach**, exhibiting a pro-active and confident attitude
- Good time management skills and a flexible approach to working hours
- Able to work on their own confidently
- Excellent communication skills

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