



Reprographics, Facilities,  
IT & Business Support Staff

020 8303 2525 

**Title: Print and Post Operative - Float Support (Temp to Perm)**  
**Location: London**  
**Salary: £22,000 plus £800 bonus**  
**Hours: Days (40 hour week)**  
**Job Ref: 5287**

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Our client is seeking a Temp to Perm **Print and Post Operative - Float Support** to deliver an efficient service working across **Reprographics and Post**. This role is an excellent opportunity for someone who is well motivated and has **exceptional customer service skills**.

#### **Candidate Responsibilities:**

- **Work across multiple sites** to provide support to client sites throughout London
- Operating equipment in all areas of production such as **printing, copying and finishing**
- Working within a **client-facing work environment**, where customer service is the highest priority
- Ensure smooth Print and Post Room processes and procedures
- **Maintain equipment** in a clean and safe working environment and ensure working area is tidy to meet Health and Safety regulations

#### **Candidate Requirements:**

- **Flexible, and willingness to learn and be able to adapt in different working environments**
- **IT literate**, with working knowledge of Microsoft packages
- **Excellent communication skills**
- Open minded team player and ability to multi-task
- **Professional and presentable at all times**

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