

**Title: iGen Operator**

**Location: Central London**

**Salary: £27,500 (this includes the shift allowance)**

**Hours: Weekly rotation 6.30am – 3pm / 2pm – 10.30pm**

**Job Ref: 612**

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Our prestigious client is seeking an **iGen Operator** to join their team in Central London. The successful candidate will have **experience using Xerox iGen's**, as well as **excellent communication and interpersonal skills**.

#### **Candidate Responsibilities:**

- **Produce, print and finish documents from client print requests, working to agreed deadlines on Xerox iGen kit**
- Manage the work inbox and overflow requests
- **Machine maintenance of printers and finishing equipment**
- Check and update daily shift handover
- **Respond to client queries in timely and professional manner**
- Book couriers
- **Monitor stock control levels**
- Adhoc duties

#### **Candidate Requirements:**

- **Experience using Xerox - iGen 4, 150 or 5, Versant 80, J75, Wide Format**
- Excellent communication skills at all levels
- Able to **work on own initiative and alone** on evening shift
- **Experience with GBC and Morgana finishing equipment**
- Turn work around to tight deadlines whilst maintaining accuracy
- **Excellent attention to detail and good time management skills**

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