



Reprographics, Facilities,
IT & Business Support Staff

020 8303 2525 

Title: Digital Operator

Location: London

Salary: £17,000

Hours: 8am-5pm and 10am-7pm (rotating shifts)

Job Ref: 625

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Our client is seeking a **Digital Operator** to provide a full **Reprographic and Print Finishing service** to fulfil the customers printing requirements.

Candidate Responsibilities:

- Able to operate a **variety of analogue, digital and scanning machinery.**
- **Print finishing duties** as required, such as wiro binding.
- Management of customer expectations in terms of quality and delivery.
- Providing **excellent customer service**, ensuring attentiveness, friendliness and helpfulness.
- Able to work under the pressure of meeting deadlines.
- **Maintaining fleet of copiers**, including toner replacements, paper replenishment and logging calls.

Candidate Requirements:

- **Knowledge of PC operating systems, including MS Office, Acrobat, SAP**
- **Good communication skills** with customers and colleagues
- Able to work on own and use your own initiative
- **Basic knowledge of print production**

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