



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Print Room Operator
Location: Uxbridge
Salary: £18,000 - £20,000
Hours: Days
Job Ref: 681

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An opportunity has arisen for a **Print Room Operator** to work for one of our London clients and provide a high quality reprographic service. The successful candidate will have **proven reprographic experience** and **excellent communication skills**.

Candidate Responsibilities:

- **Assist within the print room, operating all copiers and printers**
- Deliver high quality documents on time
- Give excellent customer service to all customers within the department
- **Use MS Office and Adobe Acrobat Pro** to produce print ready files
- **Manage the printers and print output**, ensuring work is on time and to a high quality
- Participate in jobs such as **printing, photocopying, scanning, binding and booklet making**
- **Ensure print room is appropriately stocked with supplies**
- Liaise with staff at all levels
- Any other duties as and when requested by the Print Room Manager

Candidate Requirements:

- **Previous experience within a reprographic environment**
- **Clear communicator** and excellent customer service skills
- Good working knowledge of **colour, B&W and wide format printing**
- Strong PC skills
- **Able to work independently and within a team**
- Flexible, self-motivated attitude
- **Experience of working to tight deadlines**
- Punctual and reliable

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