



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Reprographic & Scanning Operator

Location: Birmingham

Salary: £18,500 - £19,000

Hours: 9.00am-5.30pm

Job Ref: 733

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Our client in **Birmingham** requires a **Reprographic & Scanning Operator** to deliver an exceptional customer service by offering support in the Print Room

Candidate Responsibilities:

- Work within the **print room** to meet customer deadlines to a high standard
- Operate equipment in all areas of production such as **copying, printing and finishing**
- Scanning documents via **Kofax**
- Ensuring all documents are quality checked
- Maintain equipment in a clean and safe working environment and ensure working area is tidy to meet Health and Safety regulations

Candidate Requirements:

- **Previous experience within a reprographic legal environment**
- Good working knowledge of colour, B&W and wide format printing
- Strong PC skills
- Clear communicator and **excellent customer service skills**
- Ability to multi-task

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