



Reprographics, Digital Media,  
IT & Facilities Support Staff

020 8303 2525



**Title: Reprographic Operator**

**Location: City of London**

**Salary: £26,000**

**Hours: Rotating weekly shifts (8am – 5pm and 1.30pm – 10.30pm)**

**Job Ref: 744**

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Our established London client has an exciting opportunity for a skilled and experienced **Reprographic Operator**. The successful candidate will have **previous experience in a similar role, excellent communication skills and a professional approach to work.**

**Candidate Responsibilities:**

- **Produce all reprographic work to a high standard in a timely manner**
- Maintain a high level of service when working print room equipment
- **Liaise with clients on a daily basis regarding their requests**
- **Use workflow management software** to book work in and out
- **Undertake basic maintenance tasks on all print room related equipment**, such as, toner refill, machine calibration and paper changes
- **Ensure optimum health and safety standards** are adhered to at all times
- **Miscellaneous administrative duties as and when required**

**Candidate Requirements:**

- **Previous experience within digital print and finishing**
- Knowledge of software packages including **MS Office, Adobe, Fiery, Billback and Freeflow**
- **Experience working in a legal environment is advantageous**
- Able to multitask and manage time effectively
- **Excellent customer service and strong written and verbal skills**
- Able to work on own initiative, as well as in a team
- **Confident and professional approach** to work, keeping a positive can do attitude
- **Maintain a high degree of accuracy at all times**

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