



Reprographics, Digital Media,  
IT & Facilities Support Staff

020 8303 2525



**Title: Reprographic & Scanning Operator**

**Location: Leeds**

**Salary: £18,000 - £19,000 pro rata**

**Hours: 9.00am-5.30pm**

**Job Ref: 747**

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Our client in **Leeds** 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:**

- **Experience within a reprographic environment desirable**
- Strong PC skills
- Clear communicator and **excellent customer service skills**
- Ability to multi-task

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