



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Night Typesetting Operator

Location: London

Salary: £38,000

Hours: 21:00-05:00 & 23:00-07:00 (alternate weeks Mon-Fri)

Job Ref: 764

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Our client in London requires a **Night Typesetting Operator** to work with the company's typesetting, production and customer teams around the clock on confidential and sensitive documents for the company's global client base.

Candidate Responsibilities:

- Typesetting of Financial Documents in both **3B2 and InDesign**
- Creation and manipulation of PDFs for customer review and approval
- Conversion of supplied files to **EDGAR HTML for filing with the SEC**
- Reading and copy checking against manuscript/word mark ups
- Provide excellent **customer service skills**

Candidate Requirements:

- Experience within the **financial printing and Corporate reporting markets**
- Shows Attention to detail and quality
- **Must be Flexible** due to potential changes during busy working periods
- Customer focused
- Able to adjust to workload and work under pressure to tight deadlines

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