



Reprographics, Digital Media,
IT & Facilities Support Staff

020 8303 2525



Title: Print Services Operator

Location: Newport, Wales

Salary: £19,000 - £21,000 + £800 bonus

Hours: 37.5 hour week

Job Ref: 768

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Our established client is seeking a **Print Services Operator** to join their team, working in their print room. The successful candidate will have **previous experience supporting a print room function** and **excellent communication skills**.

Candidate Responsibilities:

- **Deliver an efficient print service** to the client
- Booking in work, **reprographic production, scanning and binding**
- Monitor stationery and stock levels
- **Ensure all work is carried out to the highest level**
- Help solve operational problems and carry out basic first line fixing
- Follow and adhere to all health and safety policies
- **Any ad-hoc duties as requested**

Candidate Requirements:

- **Previous experience within a similar role**
- **IT literate**, with working knowledge of Microsoft packages
- Flexible attitude to work
- **Excellent communication skills**, both verbal and in writing
- Open minded team player
- Ability to multi-task
- **Professional and presentable at all times**
- **Self-motivated and enthusiastic**, with 'can-do' approach

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