



Reprographics, Facilities,  
IT & Business Support Staff

020 8303 2525 

**Title: Reprographics & Post Room Assistant**

**Location: London**

**Salary: Up to £22,000**

**Hours: 8.00am-4.00pm and 10.30am-6.30pm (alternate weeks)**

**Job Ref: 769**

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Our client in **London** requires a **Reprographics & Post Room Assistant** to work as part of the Facilities team providing support to the law firm.

**Candidate Responsibilities:**

- **Sorting incoming/outgoing/internal post** and regular delivery of post across the firm
- Booking and arranging couriers as required
- Assisting with **copying, scanning and printing** requirements
- Monitor and order stationery supplies
- Assist with **setting up events and meeting rooms**
- Archiving
- Assist with office moves
- Cover shifts within the Facilities team during absence/holidays
- Any ad-hoc duties as requested

**Candidate Requirements:**

- **IT literate**, with working knowledge of Microsoft packages
- **Professional and presentable at all times**
- Flexible attitude to work
- Clear communicator and **excellent customer service skills**

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