



March 2019 Candidate Brochure

Permanent Candidates Individually Selected for your Business Needs:

Facilities Assistant

(ID: 12369)

This gentleman is a **well presented, friendly and experienced Facilities Assistant** who has previously worked for several corporate firms, across the financial, legal and insurance sectors.

In his day to day duties, he was responsible for **sorting and delivering post, booking couriers, setting up meeting rooms, maintaining stationery supplies and liaising with clients and suppliers.**

He is **currently completing temporary assignments** but is **actively looking for his next permanent position.**

Reprographics and Facilities Operative

(ID: 12401)

This individual is a skilled **Reprographics and Facilities Operative** with **experience working for a prestigious London law firm.** Here, he is responsible for **printing, copying, burning CDs**, as well as, **delivering mail, franking post, booking couriers** and office set ups and removals.

He has sound knowledge of **Xerox kit, Fiery software, MS Office**, and a **range of print finishing techniques**, such as, comb binding, wiro binding, velo binding, laminating and guillotine.

His current contract is soon due to expire so he is seeking his next challenge, and is available from mid-March.

Front of House Receptionist

(ID: 12380)

Our candidate describes herself as an **enthusiastic, hardworking and punctual individual, focused on maintaining excellent standards of customer service.**

She has almost **6+ years of experience working in Front of House** where she is **responsible for the reception area, meeting and greeting all clients, operating switchboard and general facilities duties.** These duties include but are not limited to emailing clients, faxing, printing, scanning, franking post, ordering supplies, organising courier services and setting up meeting rooms using Condeco.

She considers herself to be an **effective and proactive team player**, who works well under pressure to consistently meet deadlines. **We believe she would be an asset to any company.**