



September 2019 Candidate Brochure

Permanent Candidates Individually Selected for your Business Needs:

Senior Reprographic Operator

(ID: 12098)

Our candidate is a highly skilled **Senior Reprographic Operator**, with a long history working in corporate environments.

Unfortunately he was made redundant earlier this year after **10+ years at a well-known facilities management company**. Since then, he has been carrying out temporary work on behalf of Kings Recruitment at the headquarters of a global consultancy and construction firm.

He has experience within reprographics, operating kit such as, **Canon C10000VP, Canon 8000 and Canon 750**, scanning and finishing including, heavy duty guillotines, binding machines, paper drills and saddle stitching machines. His software experience includes **Fiery 4 and 5 Command Workstation**.

In his own words, *'I have a flexible and proactive approach to work, with a strong focus for delivering reprographic documents to tight deadlines and to a high standard.'*

Junior Office Services Assistant

(ID:12715)

As a recent school leaver, **this gentleman has recently completed his A-Levels at a prestigious local Grammar school** and is seeking the chance to follow in his brother's footsteps working in a mailroom environment.

At his agency interview, he came across as a **confident, personable and communicative gentleman**. In his own words he describes himself as *'an extremely determined and hardworking individual'*. He says, *'I am very reliable and will always try my hardest to succeed. I enjoy a challenge and love to give great customer service at all times.'*

He is currently carrying out Temporary Assignments for one of our corporate firms in Canary Wharf, while he seeks a permanent position.

Mailroom Supervisor

(ID: 12137)

This gentleman is a confident and professional **Mailroom Supervisor** currently working for a prestigious, financial company.

He is responsible for **supervising the mailroom and overseeing a team of around 6 staff**, ensuring the department is run smoothly and that all deadlines and SLAs are met. He prepares weekly and monthly reports for the manager, dealing with any staff issues including holiday and sickness.

While he is the supervisor, he supports the team at times, working across all areas of the mail room. He is **confident using his own initiative and managing his own time to ensure the needs of the firm and responsibilities of the contract are met**.