



Print, Facilities  
& IT Recruitment

## Archives Storage and Logistics –

Is it about time that you started to look at the archive of your companies file storage boxes? Are your floors starting to look untidy with boxes and papers that need to be archived? Do you need a trained archivist or file cull assistant to help move, schedule and archive your boxes and confidential papers?



If the answer is yes to any of these questions please contact Kings today. We can supply you with trained Archivists that have many years of experience within document archiving and storage management in many sectors including Legal, Insurance, Financial and within Facilities Management companies.

Our temp and perm staff will be fully conversant with databases such as Legal Key and Elite Enterprise to name but a few. They are able to deal with senior staff regarding the collection, profiling, and storage of confidential documents to help speed the process through to completion.

If you are planning your next office move do you need a body or a team to help with your moves and changes? Again we have temp and perm staff that will work with either your own staff or external contractors arranging the logistics of internal and external moves. We can supply logistical staff both temp and perm both night and day and at weekends to avoid any interruption to your daily flow of work.

If any of these areas are of a concern to you do not worry. Kings are here to make sure that your recruitment needs are catered for, we do the worrying so that you don't have to. Regardless of what help you may need we can offer you a tailored service to match your individual recruitment needs.

So whether you require temporary, contract or permanent support – try Kings as you will not be disappointed.

**Call us now on 020 8303 2525**

Or email your enquiry to: -

[bookings@kingsrecruitment.co.uk](mailto:bookings@kingsrecruitment.co.uk)