

**JOB DESCRIPTION**  
**Digital Print Operator, FOLIO**  
**Vacancy Ref: N264**

<b>Job Title:</b> Digital Print Operator	<b>Present Grade:</b> 4
<b>Department/College:</b> FOLIO	
<b>Directly responsible to:</b> Steve Thomas	
<b>Supervisory responsibility for:</b> Casual Staff	
<b>Other contacts</b>	
<b>Internal:</b> Academic Staff and Admin Staff at all grades	
<b>External:</b> All External customers	
<b>Major Duties:</b>	
<ol style="list-style-type: none"> <li>1. To operate Digital Copier Machines and workflow software in the print room.</li> <li>2. Prioritise workload in order to achieve maximum output and meet customer deadlines.</li> <li>3. To operate a wide format inkjet printer.</li> <li>4. Advising customers on all print related issues.</li> <li>5. Reception duties including dealing with customer enquiries, giving quotes and cash handling.</li> <li>6. Costing jobs and processing Internal requisitions and internal recharges.</li> <li>7. Stock control including binding, toner, paper and other print related consumables.</li> <li>8. Binding and Finishing (thermal and ring) and operating Morgan Documaster.</li> <li>9. To undertake any other Duties in FOLIO as required.</li> </ol>	