

JOB DESCRIPTION

Digital Print Operator

Vacancy Ref: 0982-24

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| Job Title: Digital Print Operator  | Present Grade: 4  |
| Department/College: Creative Studio |
| Directly responsible to: Steve Thomas  |
| Supervisory responsibility for: Casual Staff  |
| Other contacts  Internal: Academic Staff and Admin Staff at all grades External: All External customers  |
| Major Duties:  1. To operate Digital Copier Machines and workflow software in the print room.

 1. To manage and prioritise workload in order to achieve maximum output and meet customer deadlines.

 1. To operate a wide format inkjet and UV printers.

 1. Advising customers on all print related issues.

 1. Reception duties including dealing with customer enquiries and giving quotes.

 1. Costing jobs and processing internal recharges.

 1. Stock control including binding, toner, paper and other print related consumables.

 1. Binding and Finishing (thermal and ring} and operating folding, drilling, creasing and booklet making machinery.

 1. To undertake any other Duties in Creative Studio as required.
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