

JOB DESCRIPTION
Creative Studio
Administrator
Vacancy Ref:

Job Title: Print Administrator	Present Grade: 4
Department/College: Creative Studio - Facilities	
Directly responsible to: Steve Thomas	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Students, Visitors, Academic Staff, University community and staff at all grades</p> <p>External: All External customers including suppliers</p>	
<p>Overview:</p> <p>The Creative Studio is a busy in-house print, design and photography service delivering high quality products and graphic solutions to all university departments and external customers. This role is integral to manage print workflow and customer relationships.</p> <p>You will be responsible for co-ordinating print traffic, account management and day to day administration tasks. You will have excellent communication skills as well as the ability to operate a range of print and print finishing equipment.</p> <p>Major Duties:</p> <ol style="list-style-type: none"> 1. To manage and prioritise print workload in order to achieve maximum output and meet customer deadlines. 2. Account management responsibility of key Creative Studio customer accounts (new and existing). 3. Advising customers on all print related issues and Creative Studio services. 4. Reception duties including dealing with customer enquiries, giving quotes and taking payments. 5. Costing and estimating print jobs and processing internal and external recharges. 6. To operate high volume Digital and Inkjet printers as well as a range of print finishing equipment. 7. To keep accurate financial records in accordance with financial regulations including stock control and banking receipts. 8. At all times to carry out your responsibilities with due regard to the University's policies and procedures. 9. To undertake any necessary training and development required including appropriate health and safety courses. 10. To undertake other duties commensurate with the grade as requested. 	