

PRINT SHOP OPERATIONS & PRINT SHOP ADMINISTRATION

We are a small but busy print shop being part of the Worlds largest design and print franchise network. We offer unique opportunities in our friendly work environment and we are looking for happy and committed people with the right skills to be part of our team.

Currently we have **two** print shop functions for which we are looking to appoint the right person(s). There is some overlap between elements of the two functions so we are prepared to give consideration to arrangements which might encompass a number of different **part time** solutions. The part time hours will principally involve working in the afternoons, though some discussion and flexibility may be possible.

The ideal candidates might possess some or all the following skills and experience (depending on what appointments we make to support the two functions):

Operations Assistant

- Able to work well in a print production environment and must be a team oriented individual. Previous experience in a print shop is desirable.
- Handling print files and digital job workflow to Colour & B&W digital press/printers.
- Experience with basic aspects of print finishing, which might include, book binding, folding, collating, etc.
- Assisting with customer quotations and assistance with scheduling and launching new production jobs.
- Present well and are good communicators. The individual should possess good customer service skills for telephone and counter service.

Administration Assistant

- Accounts Receivable and Accounts Payable. Basic transaction entry using Quick-books. Previous experience is useful but training can be given.
- Clerical filing of job production paperwork.
- Assistance with ordering paper and maintaining stock levels.
- Assisting with arranging courier collections.

Preferably we will be considering applicants who are reasonable experienced in the requirements of the role. However, we will also consider applicants who have some of the basic experience but can also demonstrate an ability to learn the role quickly as some training can be given.

If you feel that you meet the requirements and are interested in joining our great team then please forward your resume including references to owner@mpop.com.au or call Peter on either 9440 3211 or 0401 646 077