

PRINT SHOP OPERATIONS ASSISTANT & PRINT SHOP ADMIN ASSISTANT

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 a couple of print shop positions for which we are looking to appoint the right persons. There is some overlap between elements of the two roles so we are prepared to give consideration to a number of arrangements which might encompass full time or flexible part time arrangements.

Preferably we will be considering applicants who are well skilled 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.

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 fast paced print production environment and must be a team oriented individual. Previous experience in a print shop is desirable.
- Assisting with customer quotations and assistance with scheduling and launching new production jobs.
- Handling print files and overseeing 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.
- Present well and are good communicators. The role will involve a small amount of promotional visits to clients. The individual should possess good customer service skills for telephone and counter service and sales.

Admin 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 basic customer quotations.

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