

**Enquiry Ref No.**

1244558

**Company Name**

Character Mailing Services Limited

**Job Placement Title**

Kickstart - Laser Room Print Operative

**Job Placement Summary**

Reporting Directly to the IT and Data manager, the candidate will be responsible for the loading of printing machines and maintaining print equipment.

**Responsibilities & Duties**

Loading of Print Machines

Print Machine Maintenance

Data checking

Quality Control checking

Will be responsible for checking data and quality of documents being processed, ensuring all work is processed as per our own GDPR policy.

**Qualifications & Skills**

Using IT systems daily, so will need to have some IT experience. Must be willing to learn and develop and can work well on own initiative or as part of a team.

Excellent communication skills, both written and verbal.

**Working Hours**

Monday to Friday. Shifts

06.45 – 14.45 / 14.45 – 22.45

With a rotating shift pattern in place, the candidate could be asked to work nights in busier periods with an allowance paid.

**How to Apply**

Please contact Helen Knowles on 07929769228 to arrange a Kickstart pre screening interview.

**Rate of pay**

National Minimum Wage for Age

**Comments**

Netherton

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