

## **seRole Definition**

**Job title:** Reprographics Operator  
**Reporting to:** Document Service Manager on a day to day basis and ultimately to the Chief Financial Officer

### **Responsibilities**

- Accurate scanning of project related documentation encompassing correspondence, drawings, project information files
- Downloading drawings and specifications from various extranet sites into Electronic Document Management (EDM) and follow internal procedures for their distribution
- Provide project teams with a full reprographic service covering both presentation and contractual material
- Operate fiery workstations and colour rips
- Process, accurately and timely, all print order forms into the accounts Data base
- Maintain all Print room equipment and office copiers
- Place service calls to suppliers when machines malfunction
- Maintain and order stock levels in accordance with projected work flow
- Inform your Team Leader of any out of line situation and present possible solutions to rectify situations
- Demonstrate excellent customer service skills at all times
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist, as required

### **Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Experience of mounting large format drawings
- Knowledge and understanding of the basic principles behind colour management
- Experience of working in a corporate/multi site organisation either directly or as part of a FM facility
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Flexible approach to work in other areas of the practice as and when cover is required
- Able to set and achieve deadlines and to communicate progress towards these deadlines
- Able to remain calm in a pressurised environment
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to manage and prioritise tasks and time efficiently
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Methodical and accurate and consistent attention to detail
- Able to build good relationships at all levels, internally and externally
- Appreciation of, and commitment to the business of the Practice
- Empathy with a creative environment

- Due to the nature of the position there will be a requirement to work additional hours as necessary, this may include weekends occasionally

**Desirable**

- Knowledge of an Oce Arizona

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

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