

West Herts College

Reprographics Assistant



Day / Times Available:

Throughout the year from September 2019

Start Date: TBC

Interested in this Post?

Come to the GAP Lounge or call 01923 812427

Other Information:

You will be required for 1 shift per week for 6 weeks.

About Reprographics:

- Located within the Watford campus (room C019), Reprographics supports students and staff in finishing and printing materials.

Address: West Herts College, Watford Campus, Hempstead Road, WD17 3EZ.

Website: www.westherts.ac.uk

Your Job Role:

- Communicate with customers in a polite and professional manner.
- Assist reprographics with the production and finishing of printed materials for the college.
- You should have a positive attitude with an outgoing personality and be organised and well disciplined.
- This is a good opportunity for anyone that has a keen interest in print.

Skills you will develop



TEAMWORK



MOTIVATION &
AMBITION



CONFIDENCE