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SAMPLE

# Customer Service & Production & Print & Design - SAMPLE

Version

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Rewarding full time role

Well respected national Australian brand

\_\_\_\_\_ location

## About Kwik Kopy - We Make Possible!

Kwik Kopy Australia, is a trusted business supplier of print, design & signage. We are committed to producing quality products and consistently exceeding customer expectations.

## Your Key Responsibilities

- Working with customers on the phone, by email and in the centre
- Sales, quoting & invoicing, experience with PrintSmith or another quoting software would be advantageous, but not essential
- Preparation of jobs for digital printing, preparing work orders
- Using computer software packages Microsoft Office & Adobe
- Print production and finishing

## The Ideal Candidate Will Have:

- Genuine passion for customer service and going above & beyond customer expectations
- Exceptional written and verbal communication skills and rapport building ability
- Highly organised and ability to work well under pressure in a fast paced and deadline driven environment
- A motivated self-starter who is proactive and enjoys working with a dynamic team
- Experience in the Print or Signage Industry will be highly regarded, but not essential

### What's in it for you?

- Full time position with a team of passionate entrepreneurs and creatives that is part of a trusted National brand
- Supportive work environment with a focus on open communication and relationship building
- Ongoing skills development and training
- A consistent and steady workload
- A salary commensurate with experience

We look forward to receiving your application, so please, **Apply Now!**

Attachments	
File	Customer Service & Production.docx

Steven  
Morrison