

Job details

Salary

£7.00 - £9.50 an hour

Job type

Part-time

Full Job Description

We are currently looking for a dispatch assistant to join our small team based in the Coalville area.

Duties will include -

- Large format printing
- Laminating and trimming
- Collating and packaging orders
- Dispatching items via, royal mail, Parcelforce, TNT.
- Meeting our order deadlines on a daily basis

We receive large amounts of order via Amazon and other websites on a daily basis and these need to be dispatched on the same day.

We require someone who can work in a fast-paced environment and meet daily deadlines, this person will be reliable and also flexible if extra hours are needed to meet these deadlines.

Hours 15- 20 per week.

Work remotely

- No

Job Type: Part-time

Salary: £9.50 per hour

Schedule:

- Monday to Friday

Hiring Insights

Application response rate: **56%**

Hiring **1** candidate for this role

Job activity

Employer reviewed job **3** days ago

Posted 30+ days ago

30+ days ago

Source: <https://uk.indeed.com/jobs?q=printing&l&vjk=ded742d23302e3a9&advn=714804673331571>

Dear Hiring Team,

As I read with great interest about this job opportunity, I am writing with the hope of future collaboration.

What can I bring in for this role?

- a real passion for dealing with people, and a high desire to work in sales environment
- lot of experience in face-to-face sales and customer service

- experience in negotiations
- a high desire to succeed and a great capacity to learn
- a good experience in working with design applications, and printing devices, as well as laminating, trimming, and collating.

Taking all these into consideration, I am sure that I can bring added value to a team which can teach me, in exchange, lot of new and exciting things.

Looking forward to hearing from you,

Kind regards,

Claudiu Lemnrau

NICOLAE CLAUDIU LEMNRAU

15 Edward Street LE11 1QF ♦ Loughborough, Leicestershire ♦ (+44) 07425573973
claudiu.lemnrau@gmail.com

KEY TRANSFERABLE SKILLS

Highly regarded executive with strong technical knowledge and consistent record of more than 20 years' experience in desktop publishing and printing production.

PROFESSIONAL CAREER & NOTABLE ACHIEVEMENTS

- **PRINTMAKERS UNITED Ltd. (Digital Printing Company)**
Operator Printing **Sept. 2021 – Present**

Preparing the files for printing, Business Cards, Leaflets, etc.

- **Reflex Vehicle Hire (LCV Hire Solutions Limited), Loughborough, Leicestershire,**
<https://www.reflexvehiclehire.com/>

Vehicle Delivery Driver **Ian. 2020 – Sept. 2021**

- Collect and deliver new and used vehicles throughout the UK
- Drive vehicles with great care, assuring compliance with all traffic laws and legal speed limits
- Uphold the delivery schedule to ensure timely delivery of vehicles
- Accurately completes a comprehensive assessment and vehicle inspection for each vehicle
- Maintain the highest level of customer service by employing a considerate attitude and to meet customer requirements

- **Green Print Solutions, Bucharest, Romania, www.greencolor.ro**

Green Printing Solutions is a Romanian company focused on production for small and large prints for advertising industry

Production Supervisor **Feb. 2000 – Dec 2019**

- Preparing the files for printing in different software like Corel Draw, Photoshop, Adobe Reader, InDesign, Adobe Illustrator, Microsoft Office Suite, and sending them for finishing department
- Checking the final materials coming from finishing department in order to get the best results for our customers and request the final printing acceptance by the customer
- Launching and supervising the production process on different equipment (small and large format printers, plotters, and digital printers.
- Experienced in finishing the materials
- Comfortable with working under pressure and with tight deadlines

- **Best Printing Ltd, Bucharest, Romania – Computer operator and finishing** **1997 - 2000**

QUALIFICATIONS AFFILIATIONS AND TRAININGS

Training for Corel and Photoshop – Advanced Technologies	2000-2001
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College for Post Telecom and Radio Operators	1994-1998
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OTHER SKILLS

Languages: Romanian, English B1, German A2

Driving License: B, B1, A

INTERESTS

sport, movies