

## TEMPORARY - 3 MONTH PROJECT IMMEDIATE START

### Mac Operator

**Location:** Costock, near Loughborough, Leicestershire

**Hours:** Full Time

**Champions (UK) Plc** is one of the UK's leading award-winning brand agencies, boasting an enviable portfolio of clients, regionally, nationally and internationally.

A family-owned business with traditional family values, Champions has grown over the past 15 years and has evolved significantly.

Proudly, we continue to invest in our staff and new technology, to ensure we are at the cutting edge of providing our clients with the most up to date services that achieve results.

Today, with over 90 highly-skilled staff and still expanding, Champions' continued success is creating additional and exciting employment opportunities.

We are looking for an experienced Mac operator who will be copying and pasting information from websites into mac templates and producing single PDF documents.

#### Responsibilities

- Producing accurate information from website onto mac templates to PDF
- Ensuring deadlines are met inline with project plans
- Administrative duties as assigned
- Logging work completed and cataloging details
- Supporting Project Manager

#### Experience, Qualification and Skills Required

- Computer literacy and use of various applications
- Excellent organisational, planning and administrative skills
- Ability to multi-task and prioritise to tight deadlines
- Excellent attention to detail and keen eye for accuracy
- Highly motivated and able to work without supervision
- Well educated, excellent communicator both verbal and written

**Closing date:** Tuesday 15th January 2019

If you are interested, please send a convincing covering letter, stating why you believe you are suitable for this position and your present salary, along with an up to date CV to: [careers@championsukplc.com](mailto:careers@championsukplc.com)