

REPROGRAPHIC ASSISTANT QUESTIONNAIRE

SW/HRD/QRG/001.1 Issued on 15/01/2020

Date:

Name:

Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Knowledge in photocopying of printed materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Knowledge in binding of printed materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Knowledge in scanning of printed materials into CDs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Knowledge operating and managing reprographic machines, equipment's.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Preparation of weekly and monthly report on reprographic activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Knowledge in managing reprographic items, material or inventories.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remarks: