

About

Now Recruiting: General Assistant

Just Laptops Ltd is on an exciting journey. Join us, and you will be a member of our small team here in Leatherhead where we are serious about investing in, and developing our brand and range of products and services.

People are Just Laptops Ltd's most important asset. That is why we are always looking for smart individuals with diverse backgrounds - people who like to ask questions, solve problems, and insist on finding better ways to do things.

If you're looking to join a company with an entrepreneurial spirit, one that is not bound by convention and is capable of moving with the tides, then you've come to the right place.

Job Description

General Assistant

We are seeking an enthusiastic person who can work quickly under their own steam in a variety of duties around the workplace. The successful candidate must have an eye for detail, plenty of common sense and be able to work autonomously.

Most duties will revolve around organising and processing our stock of small computer components as well as general workplace organisation and maintenance. You must be prepared to work with a high volume of items each day and this work can be routine and monotonous.

Responsible to: Director / Production Control Supervisor

Main Responsibilities

- Product sortation and quality control when products enter the building.
- Testing/Cleaning/Labelling laptop spares and accessories (mainly laptop keyboards, chargers, docking stations) to a standard suitable for selling.
- Familiarizing yourself with the different laptop keyboard layouts and where different symbols belong
- Working with and using our stock database for accurately logging sizes, weights and quantities into our database.
- Processing and auditing incoming deliveries and dealing with stock control.
- To undertake any other such duties or general tasks as may reasonably be required relating to this role.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

This job description will be reviewed and amended in the light of changing professional demands.

Working Pattern	Location	Office Hours	Salary	Responsible To
<i>Full Time Permanent</i>	<i>Leatherhead Surrey</i>	<i>Mon-Fri 09:30-17:30</i>	<i>£15,000 - £19,000 p/a Depending on experience</i>	<i>Supervisor</i>