

About

Now Recruiting: **Internet Product Lister**
Cataloguing, Photographing & Researching Laptop Parts & Accessories

Just Laptops is an online laptop parts and accessories retailer of new and used products with an inventory of over 6000 lines selling through channels such as Amazon and eBay, shipping worldwide.

Join us, and you will be a member of our small team here in Leatherhead, Surrey 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

Job Summary: We are currently looking for a full time member of staff who has a keen interest in IT, to prepare and advertise computer (laptop) related products for sale online (mostly via Ebay). This will involve handling the products, noting observations and identifying/researching specifications. You will be involved with photographing and cataloguing these products and making key pricing decisions based on research amongst our competitors.

Main Responsibilities:

- Routinely research effectively laptop computer related parts on the internet. E.g eBay
- Produce accurate and concise item descriptions based on your accurate observations and research
- Photographing products to give a clear and sharp representation of each item from several viewpoints
- Determining selling prices for items based on competition and cost
- Improving our stock database and product accuracy when new data is found for existing products
- Regularly reviewing/researching existing models to remain competitive within the market
- Some stock control duties

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>£14,000-£15,000</i>	<i>Directors</i>