

About

Now Recruiting: Warehouse Packing 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

Warehouse Packing Assistant (£13,000 - £15,000pa depending on experience)

Product Packing and Warehouse Organising

We are currently looking for a full time member of staff to work in our warehouse to prepare computer related products for sending.

Responsible to: Warehouse Manager

Main Responsibilities:

- Packing products effectively and efficiently:
 - Assembling boxes, adding adequate packaging for sending goods in the post.
 - Accurately logging sizes, weights and quantities into our database.

Other duties may include:

- Warehouse organisation – putting stock away on shelves, stock rotation, tidying up.
- Unloading and processing deliveries.
- Testing/Cleaning products – testing used computer products such as laptop keyboards and accessories, labelling them and cleaning them to a standard suitable for selling.
- Offering ideas on improving warehouse workflow.
- To undertake any other such duties or general tasks and hours of work 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>£13,000-15,000</i>	Warehouse Manager