

About

Now Recruiting: *Operations Warehouse Assistant*

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

Operations Warehouse Assistant

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.

Main Responsibilities:

- Picking products ready to be shipped
- Warehouse organisation – putting stock away on shelves, stock rotation, auditing, tidying up, transferring stock around the building.
- Unloading and processing deliveries including occasional pump truck use for pallets
- Packing products effectively and efficiently:
 - Assembling flat-packed boxes, adding adequate packaging for sending goods in the post
 - Accurately logging sizes, weights and quantities into our computerized database
- Daily office/warehouse maintenance e.g sweeping/supplies replenishment

Other duties may include:

- Offering ideas on improving warehouse workflow
- Preparation of packaging materials into a usable format
- Basic product testing and labelling
- Cleaning used products to a standard suitable for resale
- 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>£19,000-£22,000 per annum</i>	<i>Ops. Supervisor /Directors</i>