

## Junior Admin Assistant needed for a variety of general duties.

Duties will include receiving parcels from couriers unpack and 'book in' items on our system. Meeting and greeting customers. Preparing parcels for dispatch by packaging, picking stock, printing labelling and booking couriers. Keeping packaging area and stock tidy. Answering the telephone, responding to customers by email and help with enquiries. Scanning, filing and other office duties.

Although some previous office experience is desirable a Key Quality we are looking for is the desire to Learn the Practical aspect of the job and contribute to the smooth running of our successful Team. Full training on the job will be given.

Excellent opportunity to gain Practical Skills, Knowledge and Experience in a friendly company with a flexible working environment. Apuljack Engineering is a growing electronics company which undertakes repairs, upgrades, custom design and product development. The continued development of our on-line shop is a contributing growth area requiring further admin support.

This position has arisen due to further growth of the company and would be a full-time role. The position is normal office hours, 5 days a week, with some flexibility in times, but afternoons must be worked.

Please feel free to express your interest in this position via Indeed but **applications will only be considered by completing our standard application form.** Further details and the application form can be found at <http://www.apuljackengineering.co.uk/careers.html>

Closing Date:- Midnight Mon 12th February 2018

Hourly rate: Minimum wage. Salary review after 6 months based on performance.