

# Production / Studio Assistant

<b>Reports To</b>	<i>Founder &amp; CEO</i>
<b>Location</b>	<i>West Dulwich. Parkhall business park. SE21</i>
<b>Hours of Work</b>	<i>25 hrs a week/ 4 days a week. Although some flexibility would be desirable.</i>
<b>Salary</b>	<i>Hourly Rate e.g. National living wage or minimum wage.</i>
<b>Eligibility</b>	<i>Candidates must be 18-24 yrs old on job seekers allowance. Apply via your job centre manager quoting our reference: RewindbotanicslimitedSE218EN</i>
<b>Jobs available</b>	<i>2 positions. 1 x asap 1 x Dec 2020</i>

## Company description

Launched in 2018, Verdant Alchemy is a bath and wellness business producing hand-crafted artisan bath products to help people rest, refuel and thrive in modern life. We are based in West Dulwich/ West Norwood and looking for a hardworking individual to join our small team in producing small-batch products.

## Job description

At Verdant Alchemy, we are looking for a hardworking, organised and detailed oriented **production & studio assistant** to support the founder in the production of natural bath products. The successful applicant will assist with all elements of the production process and be deeply involved in the fulfilment of orders. Full training will be provided.

If you live in or around West Dulwich/ West Norwood/ South East London and have an interest in botanical, natural beauty, this might be the job opportunity for you.

## Job Responsibilities

- To be able to weigh, produce, fill, and pack all products.
- Label and batch all products.
- Prepare all ingredients prior to production and record all info of ingredients on our production system.
- Listen to instructions and produce all products according to the Manufacturing protocol.
- Set up and operate production equipment in accordance with current good manufacturing practices and standard operating procedures.
- To ensure all equipment is kept clean and in good condition.
- Record and unload goods coming in.
- Stock counting.
- Picking orders to be fulfilled for our online customs and wholesalers.
- Wrapping online orders.
- Keeping the studio clean and tidy.
- Post office drop-offs.
- General studio and administrative work

Please be aware, the role will entail standing for long periods, and repeated lifting/carrying of ingredients and products.

### **Skills**

Experience in production or beauty is not required. However, the job is physically demanding, and we expect the candidate to be hard-working, conscientious, and professional with a keen eye on details and ready to roll their sleeves up for tasks that are sent their way.

- Able to understand clear instruction.
- Be able to work in a team or individually.
- Is an effective and efficient member of staff.
- Always maintaining a high level of cleanliness around your working area.
- Have a keen eye for detail, ensuring each product is of the highest quality whilst working at a fast pace.
- Ability to meet the physical demands of the job – lifting goods, using machinery.
- A keen eye for detail
- Being a self-starter with a high level of energy
- Team player with strong, consistent work ethic
- Energy, enthusiasm, positive, commitment and a can-do flexible attitude
- Quick and effective problem solver
- Work well under pressure and have the ability to meet tight deadlines