

Assembly Assistant.

We are looking for someone:

1. To actively support the aims and objectives of Anevay Ltd.
2. To work with the Directors in providing a quality service to customers.
3. To help maintain stock levels and ensure orders are placed for replenishment of stock.
4. To take responsibility for Quality Control for all products.
5. To prepare and refurbish stoves.
6. To process orders, when required.
7. To ensure that the working areas are clean, organised and free from risk hazards.
8. Any other duties required by the Directors for effective delivery of the business to customers.

Your personal qualities will be:

Friendly disposition towards staff, contractors and customers

Good organisational skills

Good IT skills, including Google Suite, Outlook and Microsoft Office

Honesty, respect, confidence, understanding and sociability

An interest in the outdoors

If you think you have what it takes, please complete the 'My Name in the Hat' form.