



We have a vacancy for a **Studio Assistant (Laser Cutting & Order Packing)**

So let's assume it's a given that you're a *"friendly, honest and punctual person who works well independently and as part of a team..."* and all the other generic CV stuff, we want to know what **really** sets you apart from the rest! Please use your cover letter to brazenly sell yourself and why you'd be the best fit for the position; the resume is mainly a formality, the cover letter is really what determines who is invited to interview.

Job will involve

- Quality control checking
- Packing customer orders
- Operating the laser cutter for in-house and client projects
- Finishing/ assembling orders prior to packing

Essential Requirements

- An understanding of laser cutting (full training on the machine will be given). Experience operating the machines is not essential as training will be given.
- Excellent time and personal management, you will often be working on multiple tasks per day with tight deadlines
- Impeccable attention to detail
- Excellent email/ telephone communication
- Creativity and a positive can-do attitude

Desirable

- Design or product based degree or equivalent experience (product design/ graphic design/ fashion/ jewellery/ interior design/ architecture etc.)
- Customer service/ customer facing experience
- Experience using laser cutter specific software such as Lightburn, Roland, RDWorks, LaserCut, TrotecJobControl etc
- Adobe illustrator / 2D CAD design skills (specifically vector files). Must have confident knowledge of creating and editing vector files for laser cutting

Details

- Hours: Full time
- Salary: £20-25k depending on experience
- Location: London SE8 (nearest stations Deptford Bridge/ New Cross)

Please email Chloe - hr@sketchlasercutting.co.uk with an up to date CV **and covering letter** to apply. Please note that CVs without a covering letter will not be considered.

OR

Apply online using our application form <https://www.sketchlasercutting.co.uk/pages/apply>