



Artistic Licence Engineering Ltd. is a market leader in the design, development and manufacture of intelligent lighting control for the architectural, entertainment and commercial lighting industry. We are a major supplier of OEM (own equipment manufacture) solutions worldwide, and provide bespoke lighting solutions for a broad range of projects and venues.

Following the company's recent acquisition by prestigious global group, ROBE Lighting s.r.o., we are undergoing a period of expansion. The new owners are committed to the growth of the Artistic Licence brand, and to that end we are seeking to recruit talented individuals to join our team.

### **Vacancy (part-time)**

#### **Administration/Production Assistant (salary £22K-£24K pro rata) depending on experience)**

We are looking for someone to fulfil a part-time role at Artistic Licence. The position is largely administrative, but will also involve tasks such as picking and packing products from stores, assembling shipping cartons and clicking circuit boards into cases.

On the administrative side, you will be primarily involved with sales order processing. While knowledge of an accounts package such as Xero or Quickbooks would be desirable, this is not a prerequisite as full training will be given.

You should be a confident user of the Microsoft Office suite, including Outlook and Word (experience with Excel and Access would be advantageous). As one of the primary points of contact for telephone enquiries (the other being the Office Manager), you will have a calm and professional manner that enables you to comfortably handle the wide range of calls that may be received.

An interest in technology and/or experience in a manufacturing business would be an advantage.

Please see below for a more detailed (but non-exhaustive) breakdown of tasks:

#### **Sales Order Processing**

- Fulfilment of orders received via phone, email and web shop – generating invoices and delivery notes, picking and packing products from stores
- Logging serial numbers
- Booking courier collections

### Supplier Order Management

- Chasing orders
- Checking deliveries against order quantity and value
- Scanning delivery notes and updating the stock database

### Service & Repairs Administration

- Issuing RMAs and updating the service database
- Checking warranty periods
- Liaising with production staff on repair progress and communicating with customers

### General Office Administration

- Answering phone and opening post
- Loading the photocopier consumables
- Shredding cardboard / sorting recycling

### Production tasks

- Assemble product cartons and print and attach labels
- Final product assembly (e.g. clicking plastic cases together)
- Pack / unpack delicate PCB shipments

### Other information:

All candidates should be eligible to work in the UK. The role requires 4 hours per day, Mon-Fri, with a start time between 8.30am and 9.30am to suit the successful applicant. Holidays will be pro-rata based on the company norm of 25 days per annum (plus bank holidays). A NEST statutory pension is part of the package.

Artistic Licence operates from a newly refurbished heritage property in the small town of Bovey Tracey on the edge of Dartmoor National Park. The cities of Exeter and Plymouth are within easy reach, as is the beautiful south Devon coastline.