



Top Hex Ltd
5 Ramsay Court
Hinchingbrooke Business Park
Huntingdon
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info@tophex.co.uk

JOB DESCRIPTION

Job Title: Junior Assistant

Reporting to: Director

Salary: £6.10 per hour with additional 5% contribution into a company pension scheme

Hours: 35 hours per week

Annual leave: 30 days per year (including public holidays).

The Company:

Top Hex is a thriving, technology company providing electronic solutions to clients across a range of industries. We design and develop electronic equipment, and then we make it! We are a family friendly employer and can show flexibility with regard to hours and holidays.

The Person:

An ideal applicant would be computer literate (Word and Excel essential), personable and well presented, with a willingness to learn. The ability to communicate effectively is vital, along with a good GCSE or equivalent in mathematics.

The role offers an enthusiastic individual the opportunity to experience a variety of roles within the organisation with a view to developing a career.

Job Description:

The Junior Assistant will provide general support across all departments, assisting with:

- General clerical work
- Stock-taking/purchasing
- Production and assembly
- Meeting and greeting clients
- Administration for sales and marketing

Full training will be given in all areas. There is a genuine opportunity for a person of any age to start or re-start their career, discover how their skills can be transferred to a working environment and develop skills for the future. We are growing company and there are plenty of opportunities for the right person.

To apply for the position: email your CV and a covering letter to vacancies@tophex.co.uk or post to the address shown above, for the attention of Sallyann Woodthorpe, HR Manager.

For more information or for further questions call 01480 456200.

Closing date: 28th November 2011