



Flux Laser & CNC Studio is seeking a dedicated Studio Assistant who can provide a high level of service across laser cutting, CNC and vinyl production.

JOB TITLE: Studio Assistant
LOCATION: Central Glasgow
HOURS: 5 days per week
RATE OF PAY: Dependent on Experience
CLOSING DATE: Midnight- Sunday 4th Aug 2019

HOW TO APPLY

This position is open to those both eligible and not eligible for the Glasgow Guarantee Scheme.

For those eligible for Glasgow Guarantee:

Age 20-29 or 50+ and Unemployed (or working less than 16hr/week) and living within the Glasgow Postcode Area

Register and apply through the Glasgow Guarantee Scheme - <https://bit.ly/fluxGGjob> This may take up to 6 working days to register, so please allow plenty of time.

For those not eligible for Glasgow Guarantee:

Please submit a CV and cover letter outlining why your skills and experience make this role is right for you, to: alice@fluxlaserstudio.co.uk with subject header 'Studio Assistant'.

Interviews expected to take place week beginning Monday 2nd of September.

Start date expected to be late September/October to be negotiated.



OUTLINE OF THE COMPANY

Opened in 2012, Flux Laser & CNC Studio has grown from a one-machine operation to a multi-machine digital fabrication studio for the creatives industries. With a huge range of clients from students through to large commercial and professional organisations Flux has become one of Scotland's leading digital fabricators.

OUTLINE OF THE JOB

At this exciting stage in our development a position has become available for a full-time studio assistant.

The role requires a self-motivated individual who can assist with all aspects of running our busy studio. The post involves a whole host of diverse tasks - customer service and general administration, alongside digital file preparation and running the machines, through to the finishing and packaging of products. The ideal candidate will have a creative background with experience/interest in design/fine art/architecture, be an excellent communicator and possess technical ability, both manual and digital.

Working alongside Flux's director, Alice Jacobs, the Studio Assistant will ensure that the company retains its reputation for quick turnaround, high quality of finish and professional service. Flux is currently expanding, and we hope the right candidate in this role can help facilitate this change, taking on responsibility and developing their skill range.

KEY ACTIVITIES

- General administration - dealing with client enquiries by email and telephone.
- Preparation and issuing of invoices and taking payment from clients.
- Updating the website, assisting with social media and compiling newsletters.
- Preparation of vector files and materials for cutting.
- Observe jobs in progress on the machines.
- Handling, inspecting and packaging finished cut materials to ensure high quality of finish.
- Overseeing day-to-day running of the studio - maintaining stock levels, basic machine maintenance, tidying, organising deliveries etc.
- Managing reception as and when required.

KEY SKILLS

- Ability to work efficiently, with precision and attention to detail especially whilst multiple jobs and projects run concurrently.
- Excellent personal and communication skills - written and verbal, to preserve the company's reputation of providing a professional and friendly service.
- A high level of computer literacy is essential and knowledge of Adobe Illustrator or AutoCad is desirable.
- A candidate who is able to demonstrate loyalty and initiative.
- Excellent organisational and multi-tasking skills.

Please note: Laser and CNC experience is not necessary, but knowledge of the basics of the process would be useful. Training on the job will be provided.

HOURS & PAY

Hours are set at 5 days per week from Monday to Friday.

There will be an initial 1 month (paid) mutual trial period.

Rate of pay will be dependent on experience, and this will be discussed and confirmed after the review at the end of the trial.

Expected - Living Wage