



EXPERIENCE THE EXCEPTIONAL

Job Description

Design / Customer Orders – BOM Administrator

Location: Rotherham, Mill Close
Department: Design / Customer Orders
Reporting to: Design Manager
Reference:

Summary:

An opportunity has arisen within the Design / Customer Orders Department in Rotherham.

Hours of work: Monday to Friday (9:00am to 5:00pm)

The role:

- To work alongside the Design / Customer Orders Team, learning how to provide exceptional communication and service levels via prompt and accurate execution of customer orders whilst carrying out general administration tasks.
- The development of skills and competency in the role will lead to the involvement in project planning and co-ordination, working closely with and assisting the Design Manager.

Job Dimensions

Due to continued success and corporate growth within the AES group, a Customer Orders Administrator position has arisen. The role requires a motivated, reliable and confident individual who longs to be challenged and wishes to join a dynamic organisation with exceptional career progression opportunities and employee benefits. The successful candidate will be a key team member within a small design based team. The role offers a variety of interesting tasks from day to day general administration to involvement in project planning and co-ordination, working closely with and assisting the Design / Customer Orders Administrators.

Principle Accountabilities

The key objectives of this appointment are as follows:-

- a) Create and enter bills of materials.
- b) Ability to prioritise workload and engage in capacity planning.
- c) Assist the Customer Orders Administrator in their daily duties.
- d) Be a team player and quickly become an integral part of the Customer Orders team.
- e) Work with an internal and external supplier base to ensure deliveries are on time for all customer orders.
- f) Participate in project work.
- g) Occasionally attend on site meetings.
- h) Raise work orders and manage stock codes.
- i) Engage in the use of internal computerised systems.

N.B this list is not exhaustive, the successful candidate will be required to carry out other duties within their physical and mental capabilities as instructed by senior management.

Person Specification & Requirements

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience of working within a customer focused environment. • Background with working within a technical team/department in a quality assured company. • Experience of front office activities and familiar with the administration and workings of a manufacturing organisation. 	<ul style="list-style-type: none"> • Working knowledge of export • Experience of participating in project work • Experience of an operational environment • Experience in supply chain and production admin • Ability to read technical drawings
Attainments	<ul style="list-style-type: none"> • GCSE C + in Maths and English (or equivalent) 	<ul style="list-style-type: none"> • Relevant experience
Special Aptitudes	<ul style="list-style-type: none"> • Essential that you have a technical mind and ability to grasp technical tasks. • Excellent communication and inter-personal skills • Ability to demonstrate self-motivation and work under pressure • Ability to work alone and within a team 	<ul style="list-style-type: none"> • Can demonstrate an ability to investigate and solve problems in a timely manner • Enthusiasm to join a fast growing, ambitious team, moving forwards in 2013, striving for continued customer satisfaction.