

It's an exciting time at Aldermans, with investment in new machinery and interesting and challenging new projects to work on. It couldn't be a better time to join us - so we're pleased to announce the following job opportunity.

We work as a key supply partner to many of the region's leading manufacturers – so we create metal components. Everything from automotive and railway parts, to parts for specialist seating and data cabinets. We create one-off items and large production runs – so variety is definitely the order of the day here! We have a comprehensive range of in-house metal fabrication technologies – one of the best in the South West. There are opportunities to learn and develop new skills in a friendly, supportive environment – which is why we were multi award winners for our commitment to apprenticeships and training and have scooped the prestigious Lloyds Bank National Business Award for Employer of the Year 2017 and Herald Manufacturer of the Year 2018.

Office Administrator

We are seeking an energetic communicator with exceptional customer care skills for this role based in Plympton, Devon.

This is a full time, fixed term position covering maternity leave, working full time with a basic salary of £18,000 - £20,000 PA commencing end of March for approx. 12 months

The successful candidate will be professional, proficient with office/IT skills and able to work well under pressure with a great attention to detail. Experience in Sage and/or a manufacturing/engineering environment is desirable although not essential.

If the sound of this role appeals to you and you would like to find out more please apply online with your CV or contact Dee on 01752 201200

Skills Required/qualification:

- Good attention to detail
- Organised with the ability to prioritise
- Ability to learn and follow established processes
- A great team player with a desire to show initiative
- Good working knowledge of Word, Excel, Charts and Outlook
- An understanding of Sage would be an advantage



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ALDERMAN TOOLING LTD
Bell Close,
Newnham Industrial Estate,
Plymouth,
PL7 4JH

Tel: 01752 201200 **Fax:** 01752 201199
Email: enquiries@aldermantooling.co.uk
Web: www.aldermantooling.co.uk

Main tasks of the job:

- Manage and maintain good customer relations with key accounts, both over the telephone, via email and with face to face meetings
- Communicate effectively with customers regarding order progress, providing weekly status reports and expected delivery dates
- Work alongside the quote team to assist with the quotation process, by updating logs, KPI charts and ensure follow ups are completed, speaking on the phone where necessary
- Develop and encourage new business from existing clients and actively seek new sales opportunities
- Entering sales and works orders onto Sage and producing bills of materials (training with sage can be provided, but an understanding would be an advantage)
- Assist in the effective material ordering to ensure on-time delivery targets are met
- Liaise with the production team to ensure delivery promises are kept and communicated to stakeholders
- Monitor stocks of finished product and raw materials, to ensure continuity of supply is maintained
- Resolve any customer/supplier invoice queries
- Assist the buyer with purchasing tasks, raising orders and obtaining best prices for materials
- General administration and management support duties
- The above is not an exhaustive list of the duties and you will be expected to perform different tasks as necessitated by the changing business requirements



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