



AIE AV 08 – Job Description

Job Title: **Business Administration and Procurement**

Vacancy No: AIE AV-08

Date: 02-10-2018.

Advanced Industrial Engineering Ltd have a vacancy for a Business Administrator and Purchaser. This role will be best suited to qualified Business Administrator. However, someone with experience and other relevant qualifications will always be considered. This role is offered on a Permanent Basis.

Roles and Responsibilities:

Business Administration:

- General business and office administration.
- Ensuring all essential supplies within the office and workshop are kept to required levels.
- PA to Director and management.
- Customer liaison and communication.
- Human Resources management; payroll, training, health and safety and personnel files are managed and up to date.
- Data entry.
- Arranging deliveries and transportation of customer goods and projects.

Procurement and Invoicing:

- Liaising with in-house and external engineers, the procurement of materials, parts, equipment and services to ensure the successful completion of projects.
- Reading BOM (Bill of materials) and transposing onto pro-forma Purchase Orders.
- Supplier liaison, generating accounts, keeping track of orders and ensuring committed delivery dates are adhered to.
- Creating customer and supplier accounts and managing payments.

Required skills:

- Exemplary time keeping, punctuality and professionalism.
- A structured, methodical and highly organised method of working.
- Experience in Microsoft office suite and Google suit experience.
- Full clean driving licence and use of own car is required.
- The nature of this role required the individual to be of high integrity and to maintain confidentiality at all times.

Desired skills:

Training will be provided in these areas if not proficient.

- Use of sage accounting software.
- A basic understanding of mechanical engineering and engineering components.
- Human Resources experience.
- Business accounting.

Professional Development:

- Willingness to self-learn, motivate and develop is essential - training will be given where needed.
- At all times maintaining AIE's values and commitment to quality and professionalism.
- Opportunity to develop existing and learn new skills through various training programmes.



Remuneration and Information:

- Rate is dependent upon experience, qualification level and capabilities.
- 40 hours / week. Core business hours 0800 – 1630.
- The role will be based at AIE Technical Centre, Unit 3, Measham Lodge Business Park, Measham, Leicestershire, DE12 7HA.
- Computer and all equipment to perform the role effectively will be provided.

About the company:

Advanced Industrial Engineering Ltd was formed in 2015 and has seen steady growth since then with an increasing customer base predominantly within the automotive industry. AIE are manufacturers of mechanical systems which encompass automated / semi-automated / manual tooling systems, mechanical handling, part manipulation, assembly tooling and fixtures and project management. AIE moved into their new Technical Centre at the start of 2018 which has allowed business expansion, in house design, manufacture, assembly and testing and various R&D projects.

Application:

Please send your CV and covering letter to philip@advanced-ie.co.uk by 16th October 2018.