



## Vacancy: Engineering Assistant

An opportunity to develop a career in a fast moving manufacturing environment, no previous experience is required although an interest in mechanical engineering would be an advantage. This is an office based role providing support for our technical engineering department. Training will be given; you should be proactive with an ability to work as part of a team.

Axiom Process produces bespoke stainless steel fabrications, hygienic process pipework, filtration and crossflow separation systems at a manufacturing facility located in Hendy Industrial Estate, Swansea.

### **Key Responsibilities:**

- 1) Work as part of a team.
- 2) Contact suppliers for technical information and source competitive quotations.
- 3) Produce simple written quotations when requested.
- 4) Meet targets, objectives and timeframes as directed by the Manager.
- 5) Update customer database and follow up RFQ's
- 6) Carry out any other duties within the scope, spirit and purpose of the job as required.

### **Skills & Attributes:**

- Reliable, self-motivated and well organised.
- Professional telephone manner and good communication skills.
- Proactive with an ability to work to tight deadlines.
- Computer literate.

Duration: Permanent position following a successful three month trial.  
Hours: 37.5 hours p/w Monday – Thursday 08:15 – 16:45, Friday 08:15 – 15:30  
Salary: Up to 20k, depending on experience.  
5 weeks holiday per annum plus public holidays.  
Company pension scheme.

### **To Apply:**

Please send your CV and Company Application Form which is available on our website [www.axiumprocess.com](http://www.axiumprocess.com) or directly from our Personnel Department.

Email: [Karen.thomas@axiumprocess.com](mailto:Karen.thomas@axiumprocess.com)