



Vacancy: Quotations Administrator

Axiom Process specialises in the design, fabrication and supply of bespoke stainless steel equipment for the pharmaceutical, food/beverage, dairy, chemical, cosmetic and toiletries industries. Currently expanding and employing over 74 personnel it operates from a manufacturing facility based on the "Hendy Industrial Estate" near Swansea.

Axiom has a new opportunity for an office based "Quotations Administrator"

Key Responsibilities:

Establish status of sales quotations with customers via direct telephone calls, maintain contact with lapsed customers

Record if live, ongoing, or lost, record status and inform sales engineers, maintain record of lost orders for further analysis

Work as part of the team answering phone, provide basic information/redirect calls appropriately

Support and assist in the sales department as required

Skills & Attributes

You must be well spoken with a positive attitude

Have a professional and friendly approach

An excellent telephone manner

A flair with people; enjoy talking with others and building relationships

The ability to communicate clearly at all levels

Good systematic organisational skills

Computer literate

Some knowledge of manufacturing may be an advantage

Duration: 6 month contract – potentially leading to a permanent position

Hours: 3 days/week - Tues/Wed/Thurs 8.15am – 16.45pm

Salary: £9.00 per hour.

5 weeks holiday per annum (pro-rata), plus public holidays.

To Apply:

Please send your CV and Company Application Form which is available on our website www.axiumprocess.com or directly from our Personnel Department.

Email: Karen.thomas@axiumprocess.com