

## **Vacancy: Quotations Engineer**

Axiom Process is located at Hendy Industrial Estate near Swansea, they specialise in the design and manufacture of cross-flow membrane filtration systems for hygienic and industrial applications. Axiom are now recruiting a "Quotations Engineer" to assist with enquiries and quotations in the Project Engineering Department. The role involves sourcing materials, costing projects and occasionally attending meetings with customers. Process and product training will be given to the right candidate.

The successful applicant will contribute to a growing organisation aiming to be number one in its market

### **Key responsibilities**

- 1) Assist with preparation of engineering quotations for membrane systems, CIP systems, vessels, process trials, spares, site work and other technical enquiries.
- 2) Help create process flow diagrams, produce costings and quotations.
- 3) Work closely with the Projects Team to ensure enquiries are quoted and followed up in a timely manner.
- 4) Assist with development of drawings for costings purposes.
- 5) Use the company's accounts package (SAGE Line 50).
- 6) Source competitive prices for materials and equipment.
- 7) Follow-up, review, update and re-issue quotations as required.
- 8) Support internal teams and customers in a timely and professional manner.
- 9) Any additional tasks as assigned by Quotations Manager.

### **Qualifications:**

- Qualifications in process/chemical/mechanical/industrial engineering would be an advantage.
- Competency with compilation of documentation is critical, as are excellent administrative and organisational skills.
- Understanding of accounts packages such as Sage Accounts and fully conversant with MS Office Suite, extensive use of spreadsheets is a primary function in this role.
- Capable of reading and understanding engineering drawings.
- Strong communication skills with the ability to present written and verbal technical information that can be easily understood by others.
- Strong time management skills and ability to work under pressure with interruptions.
- Previous experience in handling multiple tasks; highly organised and self-motivation essential.
- Excellent attention to detail, ability to follow through enquiries methodically.
- Experience working in equipment manufacturing/costing of process equipment an advantage.

Permanent Position: Monday - Friday. 37.5 hours per week

Salary: £22 - £26K, depending upon experience

5 weeks holiday per annum

Company pension scheme available

To Apply: Please send CV along with our Company Application Form which is available from our website or from our Personnel Department.

Contact: Karen Thomas- H.R. & Office Administrator Tel: 01792 883 882

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