**Vacancy – Technical Sales Administrator**

**Join Our Growing Team at Axium Process!**

At **Axium Process**, we specialise in **hygienic process design, membrane filtration systems, CIP systems, and stainless-steel fabrications**. We engineer innovative, efficient, and sustainable process solutions for industries including **pharmaceutical, food & beverage, dairy, and chemicals**.

With **64 employees** operating from a **30,000 ft² manufacturing facility** in **Hendy Industrial Estate, Swansea**, we are committed to becoming the **number one provider** in our market.

**About You – Knowledge & Experience**

We are looking for a motivated technical sales administrator with the following skills

* Good communication skills
* Effective communicator
* Positive attitude, ability to liaise both internally and externally with suppliers
* Working to deadlines
* Ability to cope under pressure, highly organised and self-motivated
* Attention to detail
* Team worker, mature approach, tactful and diplomatic
* Engineering background an advantage
* Good admin skills

**Your Role & Responsibilities**

As a technical sales engineer, you will be required to

* Work and support our Technical Sales Team
* Data Input
* Transfer of detailed engineering instructions via departments
* Sales Order Processing via Sage 200
* Managing Bills of Material
* Other duties as directed by the Sales Manager

**What We Offer**

Competitive salary £25-£30K depending on experience

5 weeks holiday per annum + bank holidays  
Permanent, full-time position  
Company pension scheme

**How to Apply**

To apply, please send your **CV** along with our **Company Application Form** (available from our Personnel Department) to:

**Email:** karen.thomas@axiumprocess.com  
**Address:** Axium Process Limited, Hendy Industrial Estate, Hendy, Swansea SA4 0XP  
**Website:** [www.axiumprocess.com](http://www.axiumprocess.com)