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Engineering Administrator

Job Location: Poole, Dorset
Job Type: Temporary & Permanent with Full or Part time hours available
Salary: Exceptional salary, depending on experience
Hours: Core office hours Monday - Thursday 8.30am – 5pm and Friday 8.30am – 4pm
Part time hours to work within the core hours is also available
Parking: free parking onsite

A global Engineering Services company based locally in Poole are currently seeking a number of experienced Engineering Administrators to join their team due to an increase in workloads. The company work within a range of industries including Oil & Gas, Power, Marine and Aerospace.

Due to the nature of the business we can offer Permanent, Contract roles on either a full time or part time basis.

- Part Time, Temporary contract (20 - 25 hours)
- Part Time, Permanent contract (20 - 25 hours)
- Full Time, Temporary contract (40 hours)
- Full Time, Permanent contract (40 hours)

Within this role you will be:

- Creating and processing purchase orders, requisitions and issuing invoices
- Dealing with all administration and invoice queries
- Inputting of all data on to a SAP system
- Typing of technical documentation
- Undertaking all administration for the department as required
- General administration including copying, scanning and filing

The successful applicant should possess the following skills / experience:

- Proven Administration background
- Experience within an Engineering / Manufacturing environment is advantageous
- Knowledge and experience of using SAP
- PC literate including intermediate level Excel
- Excellent written and verbal communication skills
- Ability to multi-task
- An excellent eye for detail

For the permanent positions the company offers a host of excellent benefits including 25 days holiday + bank holidays, free onsite parking, enhanced pension,

For more information, please apply with a full CV and covering letter by email to jobs@rrm.uk.com or call our Recruitment Team on 01202 686000.

Those who have the right skills and experience, our aim is that you will hear back from us within 24 hours but due to the high number of applications we are receiving at present, we are unable to respond to every application individually so if you do not hear from us within 3 days please assume that your application at this stage has not been successful. As new positions arise we will review any applications already made to us and may contact you about other suitable roles.

Resource Recruitment is an equal opportunities employer and is committed to a policy of treating all its employees and job applicants equally. It is the policy of the Company to take all reasonable steps to ensure that each applicant is assessed only in accordance with the basis of their qualifications, skills and abilities to perform the relevant duties without prejudice in regards to background, religion, ethnicity, age, sexual orientation, disability or gender.

By completing our application process, you are authorising us as a Recruitment Agency to contact you in connection with your application by email and / or telephone & SMS under GDPR Article 6(1) (a) and you are also consenting to receiving information via the same means in relation to Resource Recruitment providing you with work finding services. Our Privacy Policy can be viewed on our website under the Privacy Policy tab on our website. Should you wish, you may opt out at any time.

Keywords: Administrator; administration; projects; project; document control; document controller; technical records, SAP