



# Goods In & Despatch Operative

## Candidate Brief

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

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ENVIRONMENTAL TECHNOLOGY

# AESSEAL<sup>®</sup> overview



AESSEAL<sup>®</sup> is part of the AES Engineering Ltd Group, a global engineering and reliability company with sales exceeding £265 million. We specialise in the design and manufacture of mechanical seals and seal support systems. Our innovative products are designed to minimise environmental impact, helping to combat climate change.

At AESSEAL<sup>®</sup>, we take pride not only in our exceptional business reputation but also in our commitment to exceeding social responsibilities. We have a strong track record of developing talent within the organisation, providing apprentices and employees with opportunities to grow, take on additional responsibilities, and advance into management roles.

View our day in the life videos:

We actively encourage employee involvement in impactful initiatives, such as collaborating with schools to inspire the next generation of engineers and entrepreneurs, sponsoring GUTS events, and achieving global Net Zero. AESSEAL<sup>®</sup> is also a recipient of 15 Queen's Awards, plus numerous ISO certifications. The business has a track record of achieving year-on-year sales and profit growth and has invested millions of pounds in facilities and machinery which contribute to making AESSEAL<sup>®</sup> a unique place to work.



Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 66 trading entities operating from 161 locations in over 100 countries, and employ a global network of sales engineers and technical support specialists..

C. J. Rea, Managing Director



# The benefits



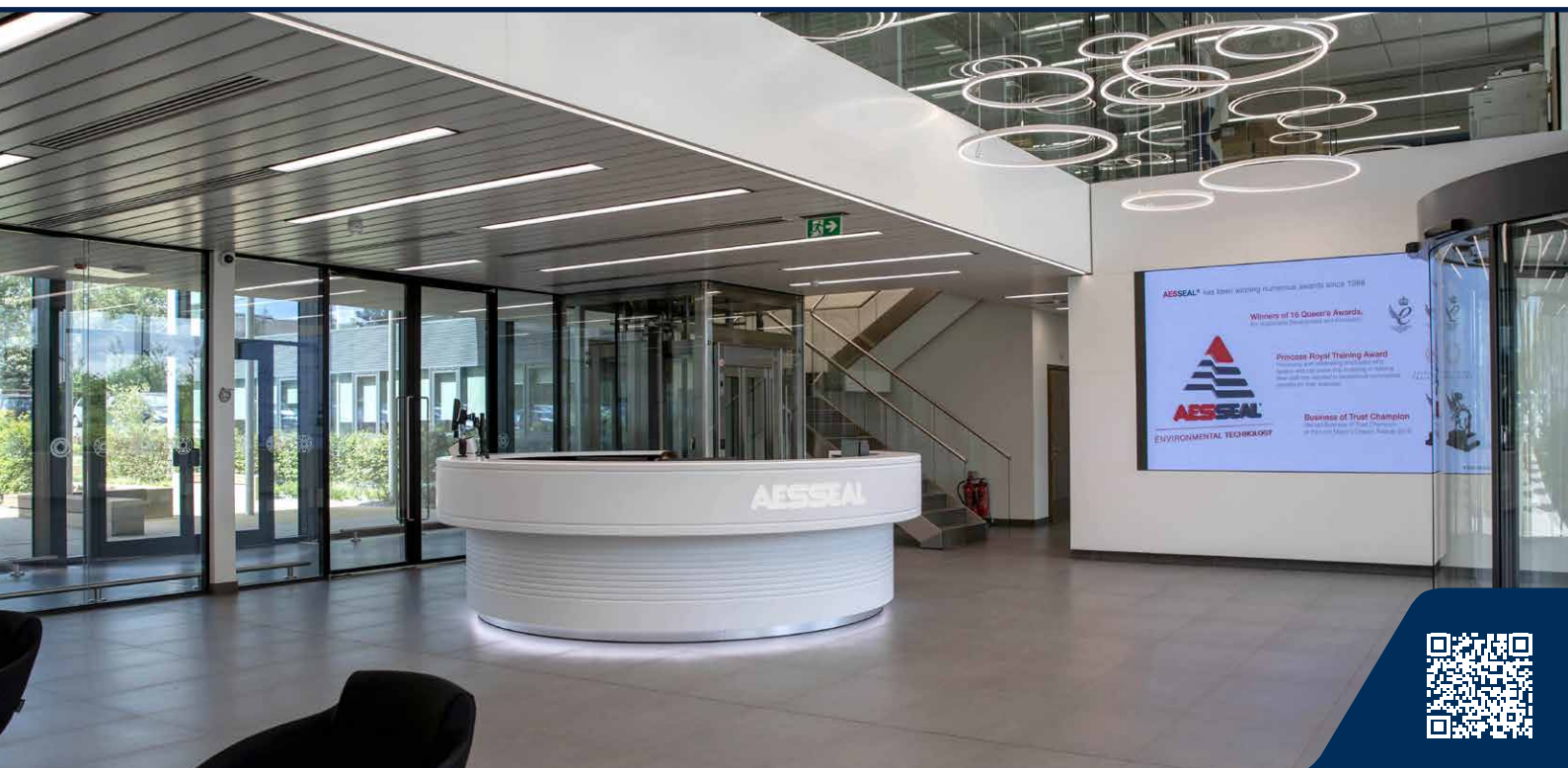
At AESSEAL®, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today, we have 230 locations worldwide, supplying customers in 104 countries, and employ a global network of sales engineers and technical support specialists.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

## What are the benefits to working for AESSEAL®?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities



To accurately control and organise the flow of work in to and out of the Seal Repair Workshop.

Receipting Jobs and recording all significant details into SAP. Preparing and despatching all items leaving the Workshop, including but not limited to suitable packaging, paperwork and quality controls.

## Job Dimensions

Our International Seal Repair facility in Derby has a great opportunity for a dedicated person to take responsibility for all work arriving and leaving the Workshop. Being a key part of our twenty person team this role is essential to ensuring a smooth high quality flow of work. Responsible for the key entry and exit point from a multi-million pound operation: Accuracy, dependability, integrity and efficiency are essential attributes for this role.

## Goods In & Despatch Operative Role

Job Title: Goods In & Despatch Operative

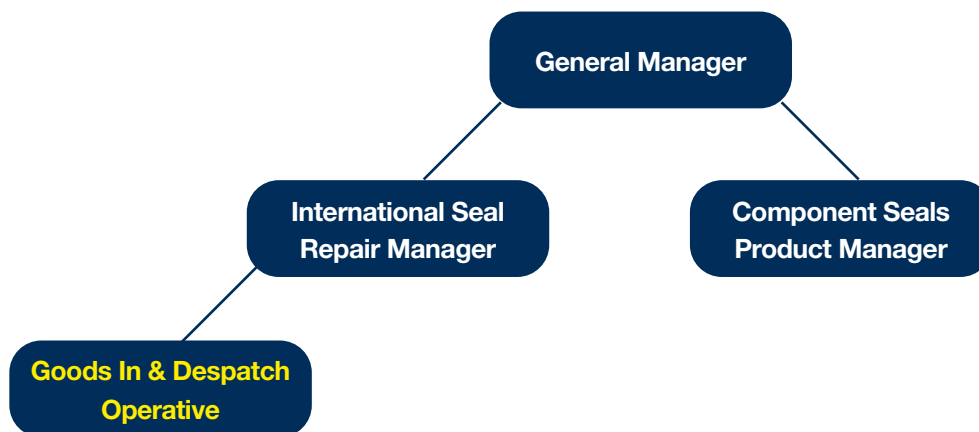
Department: Repair Workshop

Location: Derby

Organisation: AESSEAL plc

Reports to: International Seal Repair Manager

## Organisational Chart



- A.** To operate in accordance with Company Standards, policies and procedures.
- B.** To control the receipt of all work in to the repair operation. Primarily within the business system (SAP) this must be completed to a high standard of accuracy to ensure high quality customer service.
- C.** To prepare and control the despatching of all items leaving the workshop including system (SAP) administration, packaging and quality assurance.
- D.** To communicate any issues (quality, commercial or delivery-based) to respective stakeholders in a timely and coherent manner to ensure the highest level of customer service.
- E.** To fully support working practices, including:
  - Health, safety and environmental compliance.
  - Customer Service
  - Team working.
  - Housekeeping.
  - Continuous improvement.
- F.** To assume other responsibilities as required and work with colleagues to further the good performance of the Company.

**N.B This list is not exhaustive, the job holder is required to carry out reasonable tasks within their level of skill and ability.**



# Skills, knowledge and experience



Criteria	Essential	Desirable
<b>Qualifications</b>	Good GCSE results (or equivalent, in English and Maths)	GCSE passes grade C and above in all subjects taken (or equivalent) Any vocational qualification
<b>Skills, Knowledge &amp; Experience</b>	Accuracy & attention to detail Ability to prioritise workload. Health and Safety awareness. Excellent level of written and spoken English Email (Microsoft® Outlook) Good working knowledge of Microsoft® Office. Team work	ERP (SAP or equivalent) knowledge Relevant technical knowledge
<b>Character</b>	Enthusiastic Desire to provide exceptional customer service Contribute to a happy working environment Effective communicator	Eager to promote, embrace and assist in the continuous improvement of the organisation

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