



# Design Business Administrator Apprentice

## Candidate Brief

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

**Email:** [Careers@aesseal.co.uk](mailto:Careers@aesseal.co.uk)





# AESSEAL® overview



AESSEAL® 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®, 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® 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® a unique place to work.



# Our core values

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 69 businesses from 108 locations, serving 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 235 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



# Job purpose

The purpose of this role is to understand several areas within accounts, such as purchase ledger, credit control, cash management and fleet admin.

## Design Business Administrator Apprentice Roles

Job Title: Design Business Administrator Apprentice

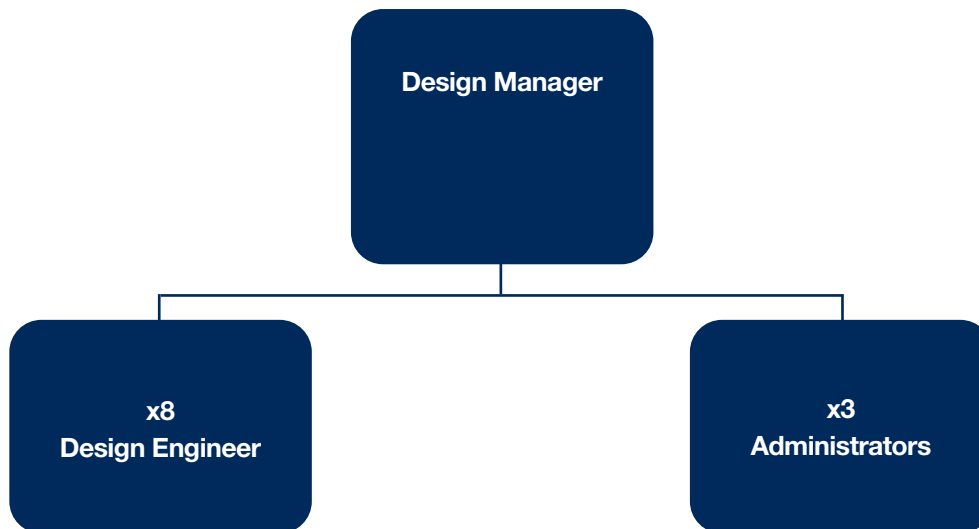
Department: Design

Location: Mill Close, Bradmarsh Industrial Estate, Rotherham, S60 1BZ

Organisation: AESSEAL plc

Reports to: Design Manager

## Organisational Chart



- A.** Master Data Creation, encompassing the creation of part and assembly material creation in SAP.
- B.** Final BOM Creation, to ensure the detailed creation of the Engineering BOM (EBOM) in SAP.
- C.** Product Lifecycle Management - Job Booking In, the completion of design job requests from Group Technical to be booked on to the Group Design Pending list.
- D.** Product Lifecycle Management - Internal Job Creation, raise internal design requests for the design function to complete.
- E.** Updating of Measures of Performance updates to reflect job progression and completion dates.

**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                      | Desirable  |
|-------------------------------|--|
| <b>Skills &amp; Knowledge</b> | <ul style="list-style-type: none"><li>• Competent with all Microsoft Office packages, specifically Excel and Access.</li></ul>   |
| <b>Experience</b>             | <ul style="list-style-type: none"><li>• Experience of working within a similar role.</li><li>• Experience of working within customer focused environment.</li><li>• Exercises proactivity and good judgement.</li></ul>  |
| <b>Character</b>              | <ul style="list-style-type: none"><li>• Desire to provide exceptional customer service</li><li>• Eager to assist in the continuous improvement of the organisation</li><li>• Ability to promote, participate in Health, Safety &amp; Environmental policies</li><li>• Ability to promote, embrace and manage change</li><li>• Contribute to a happy working environment</li><li>• Effective communicator</li><li>• Ability to take responsibility, make decisions and be versatile.</li><li>• Seeks advice of more experienced team members when appropriate.</li><li>• Takes responsibility for their own work, accepts feedback in a positive way, uses initiative and shows resilience.</li></ul> |
| <b>Quality</b>                | <ul style="list-style-type: none"><li>• Completes tasks to a high standard.</li><li>• Shares administrative best-practice across the organisation e.g. coaches others to perform tasks correctly.</li><li>• Shows exemplary qualities that are valued including integrity, reliability, self-motivation, being pro-active and a positive attitude.</li></ul>   |

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