

Job Title: Production Control Apprentice

Department: SPD Workshop

Company: **AESSEAL plc**

Job Ref. No:

Reporting to: Production Support Engineer

Location: **Mill Close, Rotherham, S60 1BZ**

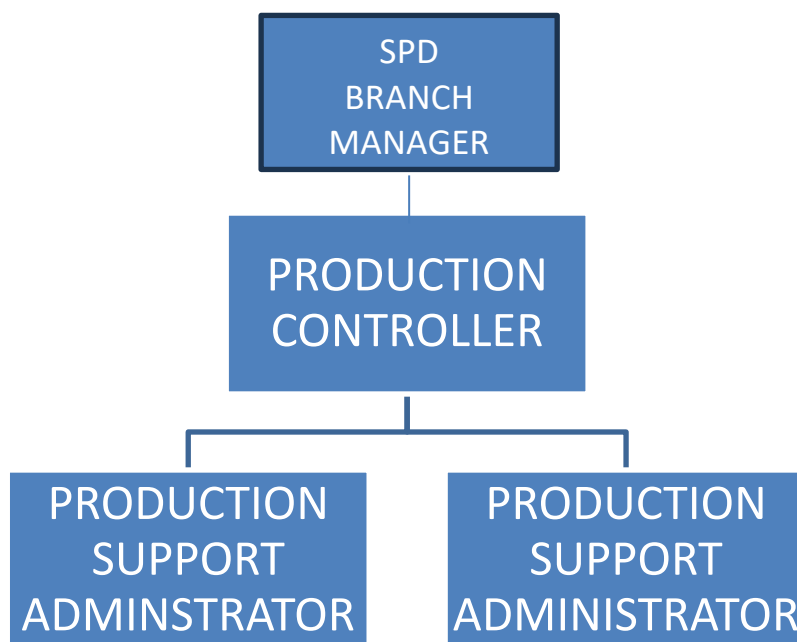
Job Purpose

The main purpose of the role is to provide administrative support to a busy manufacturing workshop contributing towards excellent customer service.

Job Dimensions

To learn all aspects of administration within the production control office within SPD / HYDRO CARBON functions

Organisation Chart



Principal Accountabilities

- **Stock Control.** To maintain accurate stock levels via regular stock checks, material kitting, material receipts and material transfers.
- **Works order processing.** Processing works order documentation packs in timely and efficient manner.
- **Purchase order processing.** Processing purchase orders utilising managed, consignment and standard purchases.
- **Progressing.** Daily progressing of orders in line with customer requirements.
- **Office Admin.** Scanning of documents and material test certificates and other office related admin.
- **Customer Service.** Contribute to efficient customer service.

Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications	• Good general level of education with GCSE's or equivalent in both English and Mathematics	• Interest in engineering and manufacturing. • First aid training.
Skills & Knowledge	• Strong organisational and time-management skills, with the ability to prioritise in a fast-paced production environment • Excellent written and verbal communication skills • High level of accuracy and attention to detail • Confident user of Microsoft Office (Excel, Word, Outlook, Teams) • Ability to work independently and as part of a team	• Advanced Excel skills (pivot tables, formulas, data analysis) • Minute-taking and meeting-coordination skills • Ability to interpret production data and generate simple reports • Strong analytical skills and process-improvement mindset
Experience	• Good organisation skills with excellent attention to detail • Good communication and inter-personal skills	• Experience in a high-pace working environment • Experience in a customer-facing or supplier-coordination role

	• Ability to work to deadlines • IT literate • Reliable / consistent • Good time keeping and attendance records	• Experience contributing to process improvement initiatives
Character	• Desire to provide exceptional customer service. • Ability to work in a safe manner • Ability to promote, embrace and manage change • Contribute to a happy working environment • Effective communicator	

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: careers@aesseal.co.uk

AESSEAL® overview

AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility.

Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding 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.



The benefits

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

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

