

Test House Administration Apprentice

Department: Test House	Company: AESSEAL plc	Job Ref. No:
Reporting to: Test House Manager	Location: Rotherham - Mill Close	

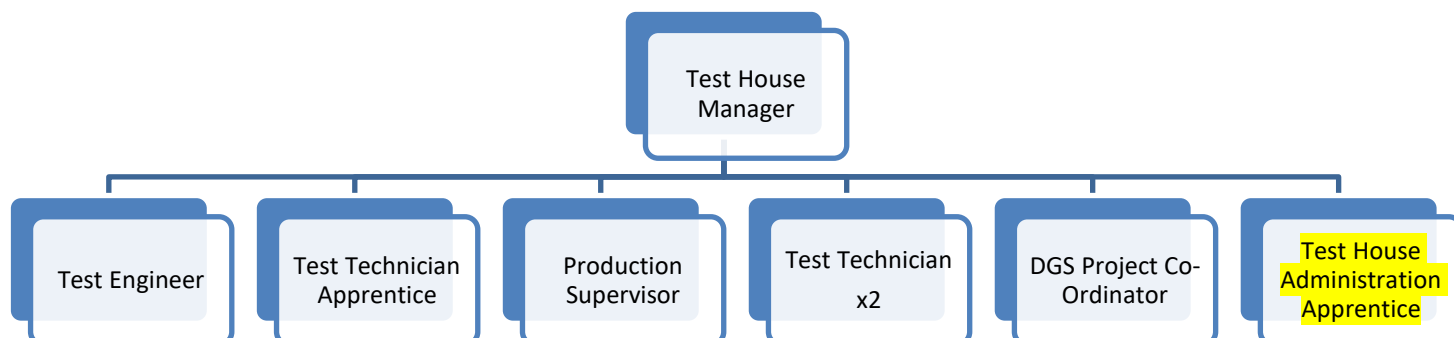
Job Purpose

The main purpose of the role is to play an active part within the Test House department, providing exceptional customer service within a range of responsibilities that include, but is not limited to, the handling of purchasing tasks as required, providing support to projects, ensuring stock levels are correct and maintained, use of the ERP system (SAP) and use of the PLM system (Teamcenter). The candidate will also exceed customer service expectations wherever possible and will develop, implement, maintain and improve administrative services.

Job Dimensions

- Handling purchasing tasks as required
- Contributing to project work aimed at measuring and achieving company performance targets
- Ensuring exceptional quality of service is provided throughout the entire customer workflow
- If problems arise, ensure that prompt and effective corrective action is taken to ensure a satisfactory conclusion is reached for all parties as soon as possible
- Support customer visits, including site tours where appropriate
- Handle stock control, including stock checks, picking items for projects and returning new stock to the carousel / AUTOSTORE
- Actively participate in training opportunities

Organisation Chart



Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade 5 or above in English and Maths 	
Skills & Knowledge	<ul style="list-style-type: none"> Competent with all Microsoft Office packages, specifically Excel 	
Experience	<ul style="list-style-type: none"> Exercises proactively and good judgement 	<ul style="list-style-type: none"> Experience of working within a similar role Experience of working within customer focused environment
Character	<ul style="list-style-type: none"> Desire to provide exceptional customer service Ability to work on your own initiative and under pressure Ability to work as part of a small team Ability to promote, embrace and manage change Contribute to happy working environment Effective communicator You must be self-motivated and enthusiastic and be able to demonstrate your ability to investigate and solve problems as they arise 	

Quality	<ul style="list-style-type: none">• Completes tasks to a high standard• Shares administrative best-practice across the organisation e.g. coaches others to perform tasks correctly• Shows exemplary qualities that are valued including integrity, reliability, self-motivation, being pro-active and a positive attitude	
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AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: careers@aes seal.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

