

Supply Chain Administrator

HITEK Electronic Materials Ltd

15 Wentworth Road, South Park Industrial Estate, Scunthorpe, DN17 2AX

Competitive Salary – Full time, permanent

We currently have an opportunity for a Supply Chain Administrator to join HITEK. Located in Scunthorpe, HITEK has 40 years' fabrication and distribution experience, predominantly servicing the Military, Aerospace, and Defence sectors. The company is accredited to AS9100 Rev D, BS EN ISO 9001:2015 and is a recognised Continuous Improvement organisation.

With an immediate start available, this role is ideal for an individual who is highly adaptable and capable of performing multiple functions within the Supply Chain team. This is a challenging role that would suit someone who enjoys working in a busy office environment. Full training will be provided.

Duties

- Processing customer orders via the Opera 3 computer system
- Processing customer requests from quotation via the Opera 3 computer system
- Efficiently utilising software such as Outlook, Excel, Word, and Nitro Pro
- Data input and dealing with customer enquiries
- Maintaining high standards of accuracy and attention to detail in all areas of work
- Working well within a team and developing good working relationships with other departments
- Actively participating in Continuous Improvement activities

Experience

Required

- Excellent customer service and computer skills
- Strong attention to detail and accuracy in all areas of work
- Ability to work well within a team and build effective working relationships
- Ability to manage multiple tasks in a busy office environment

Nice to have

- Relevant qualifications in IT, administration, or a related field
- Previous experience using systems such as Opera 3
- Experience in a similar supply chain or administrative role

This position is permanent, working Monday–Thursday 8:30am–5:00pm and Friday 8:30am–4:00pm.

HITEK Electronic Materials Ltd offers a range of employee benefits, including an excellent holiday package, 8% company pension contribution, discretionary bonuses, Westfield Health Plan, Christmas shutdown, free vending tea and coffee, and excellent working conditions.

Apply to Shirley Large, HR Manager at shirley.large@hitek-ltd.co.uk