

## Vacancy – Supply Chain Administrator

Located in Scunthorpe, HITEK Electronic Materials Ltd has 40 years fabrication and distribution experience. Predominantly servicing the Military, Aerospace and Defence sectors, HITEK is accredited to AS9100 Rev D, BS EN ISO 9001:2015 and a recognised Continuous Improvement company.

With immediate start, there is currently an opportunity for an individual who is very adaptable and capable of performing multiple functions within the Supply Chain Team. A challenging role that would suit someone who enjoys working in busy office environment.

### The role and requirements:

- Processing of customer orders via our Opera 3 computer system.
- Processing of customer requests from quotation via our Opera 3 computer system.
- Efficiently utilising software such as Outlook, Excel, Word and Nitro Pro. Ideally having relevant qualifications.
- Data input and dealing with customer enquiries.
- Excellent customer service and computer skills required. Ideally having relevant qualifications.
- Ability to work well within a team and develop good working relationships with other departments.
- Excellent attention to detail and accuracy will be required in all areas of work.
- Be active in Continuous Improvement activities.
- Full training will be provided.

This position is permanent, working:

Monday – Thursday 8.30am – 5.00pm, Friday 8.30am – 4.00pm

Competitive salary.

HITEK Electronic Materials Ltd offer a range of employee benefits including:

- Excellent holiday package
- 8% company contribution pension
- Discretionary bonuses
- Westfield Health Plan
- Christmas shutdown
- As well as free vend tea and coffee and excellent working conditions.

**To apply, please send your CV to Shirley Large, HR Manager on [shirley.large@hitek-ltd.co.uk](mailto:shirley.large@hitek-ltd.co.uk)**

**Closing date for applications: Monday 30 June 2025**