

Apprenticeship Opportunity

Procurement

Purpose of job	To Provide support to the Procurement department
Reporting relationships	Reports to the Indirect and Transformation Business Partner
Location	Dorset Innovation Park, Winfrith
Employment status	Fixed Term Contract, 37 hours per week

ATLAS ELEKTRONIK UK (AEUK) is a growing business that is building on its legacy of innovation for underwater systems for the Royal Navy. Operating from its Headquarters at Winfrith in Dorset, AEUK has invested in its unique in-house test and integration facilities in order to support its growth in supply to UK and export markets of submarine and ship systems, including sonar, autonomous systems, marine electric actuation and mine counter-measures. AEUK has waterside access in Portland Harbour that provides AEUK and its partners with excellent facilities to test systems at sea, particularly those from its Autonomy portfolio.

AEUK is a leading innovative maritime systems company operating throughout all phases of the acquisition and engineering lifecycles, from Concept to In-service Support. With over 400 employees, AEUK is the largest subsidiary in the ATLAS ELEKTRONIK Group. ATLAS ELEKTRONIK Group is part of thyssenkrupp Marine Systems.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc)
- Able to work as part of a team
- Ability to meet deadlines
- Good written and verbal communication skills
- Good attention to detail
- Competent at data entry
- Reliable and organised
- Able to Multi-task
- Willing to learn; confident to ask questions if unsure
- Confident when dealing with external suppliers
- Conscientious

Principle Responsibilities

- Preparing purchase orders in Microsoft Dynamics AX
- Checking order acknowledgements and expediting
- Responding to internal customer enquiries regarding order status, quoting, queries and urgent requirements
- Managing changes or cancellations on orders
- Managing supplier relationships
- Working with suppliers to resolve queries
- Liaising with project teams/ strategic buyers
- Maintaining records, data cleansing, filing
- Visit suppliers as a AEUK representative
- Host supplier visits

ADHOC procurement duties

... a sound decision

Challenges

- Working to deadlines to ensure project deliveries are met
- Ensuring work is accurate and consistent
- Busy department dealing with multiple issues at the same time so managing workload is key
- Ability to work within a team and with other departments

What we are looking for in you

- Minimum of 5 GCSE's, or equivalent, at Grade A* - C (New grading: 9-4) including English, Maths and a Science or Business related subject.
- Self-motivated and ability to work under supervision

More information

Closing date for applications Thursday 31st March 2022.

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to recruitment@uk.atlas-elektronik.com by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

ATLAS ELEKTRONIK UK Ltd

Dorset Innovation Park,
Winfrith Newburgh,
Dorchester | DT2 8ZB
United Kingdom

Phone: +44 (0) 1305 212400
enquiries@uk.atlas-elektronik.com
www.atlas-elektronik.com

