

## **Job Opportunity - Junior Contracts Engineer**

### **Purpose of job**

The Junior Contracts Engineer will work with our customer contracts team and deal with incoming enquiries. To develop new customers and build a portfolio of repeat order business. Ensuring quotations and orders are allocated/ processed efficiently and professionally to achieve continued customer satisfaction.

### **Scope**

This role is suited to a junior manufacturing engineer that has ambition to develop their career into a contracts engineering role. A training plan will be in place for the suitable candidate to initially spend time working between the factory and office. It will be essential to gain experience and to fully understand all of the manufacturing disciplines that Ackerman Engineering facilitates.

### **Key Responsibilities**

- Supporting the contracts team, dealing with incoming enquiries, providing accurate quotations.
- To obtain a correct understanding of customer requirements.
- To prepare quotation responses in accordance with the established procedures for investigation, design, costing and presentation.
- To ensure that documentation received for orders/enquiries is sufficiently Informative and detailed to allow efficient processing.
- Providing technical and commercial support to customers.
- Building and maintaining strong relationships, demonstrating continuous commitment to customers focus.
- Communicating internally with purchasing, quality and production departments.

### **Knowledge, skills and personal qualities required**

#### **Essential**

- Excellent communication skills, ability to communicate clearly at all levels
- Computer literate
- Positive, motivated, can-do attitude
- Energy to increase the capability to deliver and improve business results

#### **Desirable**

- Driving Licence, to be able to visit customers in the future
- Formal engineering qualifications
- Experience working for a sub contract manufacturer
- Entry level contract engineering experience

### **Reports to**

Contracts Engineer Manager

### **Location**

Gore Cross Business Park, Bridport, Dorset

### **Employment status**

Permanent, full time

Monday – Thursday 08:00 – 17:00, Friday 08:00 – 13:00