



Sales Administrator- Part Time (16-24 hours per week)

Scientific Magnetics is a leading manufacturer of superconducting magnets and helium-free cryogenic systems, based in Abingdon, Oxfordshire. In line with our exciting expansion plans, we are hiring across a number of business-critical functions.

Key responsibilities

- SM Provide sales administrative support to the directors.
- SM Assist in the compilation of proposals and quotations.
- SM Process orders using the company MRP system.
- SM Assist with the preparation of reports for management and board meetings.
- SM Maintain and update customer records.
- SM Provide office support for directors when they are travelling.
- SM Provide administrative support for company Health and Safety activities.
- SM Provide administrative support for employee induction and training activities.
- SM Arrange travel for employees as required.
- SM Monitor company office and domestic consumables and re-order via the materials manager as required.

Personal Attributes:

- SM The post requires the following skills and attributes
- SM PC literacy.
- SM Office apps (Word, Excel, Outlook).
- SM Previous experience in a sales environment preferred.
- SM Excellent organisational skills.
- SM A team player with flexibility and dedication.
- SM Customer-centric with excellent communication skills.

If you're interested please email your CV to jobs@scientificmagnetics.co.uk

Scientific Magnetics Ltd is part of Avingtrans PLC



Scientific Magnetics is a trading name of Space Cryomagnetics Ltd.

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