



## RECRUITMENT

<b>REFERENCE NUMBER:</b>	SAADCL0919
<b>JOB TITLE:</b>	Sales Administration Clerk
<b>LOCATION:</b>	Denham, Middlesex
<p>Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.</p> <p>It is the only company that can offer a fully integrated escape system that satisfies the very latest in pilot operational capability and safety standards. Martin-Baker offers a complete 'end-to-end service', from helping the customer to establish operational safety and escape requirements, including design, development and qualification, to on-going support throughout the entire service life of the aircraft.</p>	
<b>DEPARTMENT NAME:</b>	Commercial
<b>JOB DESCRIPTION</b>	
<p>A vacancy has arisen for a Sales Administration Clerk in the Commercial department at Denham. This role holder will be responsible for the data entry of Request for Quotations and Purchase Orders on to the SAP ERP system from various customers around the world.</p> <p><b>AREAS OF RESPONSIBILITY:</b></p> <ul style="list-style-type: none"><li>- Creating and maintaining Sold To, Bill To and Ship To addresses making sure that information is correct with particular focus on intrastat data and VAT. Creating and maintaining contracts which hold default data including payment, shipment terms and commission.</li><li>- Creating SAP quotations based on different pricing regimes with changing customer requirements.</li><li>- Creating and changing SAP orders with different levels of detail based on customer requirements.</li><li>- Creating and changing Repair / Return orders to allow accurate cost collection.</li><li>- Instigate the correction of Material Master Issues when an RFQ or Purchase order is received.</li><li>- Processing Credit and Debit notes on to SAP taking in to account Cost of Goods and Inventory implications.</li><li>- Processing invoice requests from multiple departments on to SAP system paying particular attention to VAT &amp; Withholding tax implications.</li><li>- General Administration duties, including maintenance of the Sales Administration Filing system.</li><li>- Assisting the Commercial Process Manager as required. This could include SAP Reporting, SAP Configuration Testing and Project work.</li></ul> <p>NB: Role holders will have internal client contact and 90% of their time is spent entering data in to SAP ERP systems</p> <p><b>EDUCATION &amp; QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- GSCE including English and Maths (A-C)</li><li>- A Level or equivalent in a Business related subject</li></ul>	

PERSON SPECIFICATION:

- Effective and enthusiastic team worker who creates positive working relationships.
- Ensures individual objectives are agreed with manager and works towards achieving them.
- High attention to detail and accuracy.
- Must be flexible and have good organisational skills.
- Must be able to work under pressure and meet deadlines.
- Must have a methodical approach to tasks with good questioning skills.
- Ability to work on own initiative with minimal supervision. Prioritise own workload and organise own time to achieve objectives.
- A high level of self-drive, proactivity and motivation to meet challenging targets and timescales within a changing environment.
- Must be proficient in General Administration Duties.

KNOWLEDGE & EXPERIENCE

The ideal applicant will have:

- Previous experience in a data input / customer service environment.
- Have intermediate knowledge of Word, Excel and Outlook.
- Familiarization with SAP system is beneficial though not essential as training will be provided.
- Literacy, numeracy, logic, judgment and analysis skills as a broad base on which to develop business and commercial skills.

**For all successful candidates, Martin-Baker will undertake background security checks. As part of this, we will need to confirm your identity, employment history and address history to cover the past five years as well as your nationality, immigration status and criminal record. For positions that require Security Clearance, the successful candidate must hold or be willing to obtain security clearance up to the relevant level for the role.**

**TO APPLY:**

[recruitment@martin-baker.co.uk](mailto:recruitment@martin-baker.co.uk) Quoting the REFERENCE NUMBER ABOVE and Salary Expectations