



## RECRUITMENT

<b>REFERENCE NUMBER:</b>	BUSDEV1120
<b>JOB TITLE:</b>	Business Development Admin Support (3 month Fixed Term Contract)
<b>LOCATION:</b>	Denham, Middlesex

Martin-Baker is the world's leading manufacturer of ejection seats and related equipment.

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.

<b>DEPARTMENT NAME:</b>	Business Development
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### JOB DESCRIPTION

A vacancy has arisen for a 3-month Fixed Term Contract (FTC) as an Admin support in the Business Development department at the Denham site.

#### AREAS OF RESPONSIBILITY:

- Establish an on-line directory for images / artwork / videos - A large amount of data already exists on the BD network and others that needs to be sorted, re-named and filed in a logical manner to improve internal searches.
- Sorting historical documents held in storage at Denham, Watlington and Chalgrove - This will involve multiple visits to sort through documents held at all three locations into pre-agreed categories
- Sorting and scanning historical files, images and pictures
- Other tasks include database management, assisting in event planning and organisation and other ad-hoc tasks.

#### PERSON SPECIFICATION:

- Good all-round computer skills
- Motivated | organised | practical
- Team Player – happy to undertake additional tasks, not limited to job spec
- Good communicator
- Ability to work on their own without constant supervision

**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.**

<b>TO APPLY:</b>	<a href="mailto:recruitment@martin-baker.co.uk">recruitment@martin-baker.co.uk</a> Quoting the REFERENCE NUMBER ABOVE and Salary Expectations
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