

JOB DESCRIPTION

TITLE	Administrator		
DEPARTMENT	SATTO/Cabinair	LOCATION	Letchworth
HOURS OF WORK	39 hours per week	DAYS WORKED	Monday to Friday
RESPONSIBLE TO	Commercial Director	REPORTS TO	Sales Executive

ABOUT US

Cabinair Services is a well-established aircraft cabin interior specialist working out of two bases in Letchworth. Our services range from seat, galley and component repairs to complete aircraft refits. We have away teams who can carry out work and maintenance at the airline's preferred location, or we can repair/service and overhaul at our own fully fitted workshops.

SATTO Solutions is a relatively new company. They sell products that are authorised to repair plastic and composite components in cabin interiors.

The aviation industry generally has been hit hard by the COVID pandemic. However, in the last couple of months Cabinair and SATTO have seen demand increase and there is now a requirement for a full-time administrator.

ABOUT YOU

We are looking for an enthusiastic, capable person with good office skills. Good communication skills are essential. Previous aviation experience is not necessary, as full training will be given. You will need to be a keen learner, well-organised and with good attention to detail. Good knowledge of Outlook, Word and Excel will be required.

Familiarity with promotion, and ability to post on our social media platforms would be useful. Salary aae. We would consider an Apprenticeship position.

KEY RESPONSIBILITIES

Sales

- To prepare accurate quotations for approval by Managers before submitting.
- Check Inventory for availability via IT system (Pentagon)
- To update customers upon receipt of their order to confirm details.
- Raise the sales order on Pentagon, identifying delivery requirements
- Raise/Process Work Orders as required
- Ensure all new customers are sent the correct forms and all the correct dates, tax codes, ship to addresses are entered on Pentagon.
- Pick and ship orders – ensuring batch numbers and expiry dates are noted.
- Issue Certificates of Conformance with Sales Orders.
- To liaise with stores personnel to ensure the customer's order is shipped on time, with appropriate DG paperwork and Commercial Invoices as necessary.
- Raise Work Packs and send to Accounts for invoicing
- Deal with customer enquiries
- Assist with AOG/priority/urgent requirements as required.

Purchases

- Maintain stock levels, carry out weekly stock checks, liaising with Managers to order new material
- To raise purchase orders accurately ensuring the correct lead time and delivery details are on the order.
- To book-in deliveries on the Pentagon system, ensuring batch numbers / expiry dates are noted on the system.
- Check Delivery Notes against POs and file in GRN folder.
- Ensure good housekeeping in Stores area, storing products appropriately and neatly
- To label the material as required.
- To liaise with packaging companies to deliver products for packaging and return – raise a work order and book back into stock when received.

Other

- Prepare and submit monthly reports to Financial Director on Sales, Purchases and Inventory
- Prepare Training Proposals
- Answer incoming calls and direct accordingly
- Filing and general administration

GENERAL RESPONSIBILITIES

- Ensure all activities are carried out in accordance with relevant company and Health and Safety procedures.
- Constantly seek improvement in all activities to maximise productivity and minimise cost.
- Any other duties as may be required by the Directors.
- Contribute to the team effort by accomplishing related results as required
- To attend weekly 1 to 1 or monthly meetings, as appropriate
- Any other duties as may be required by the Managing Director or Commercial Director.

ADDITIONAL DUTIES

- To contribute to productivity and morale by communicating problems promptly to management and by assisting members of immediate, and wider teams, when required, to the best of job holder's abilities.
- To communicate effectively with management and other staff in order to improve morale and teamwork as well as better understanding of, and progress towards, overall Company goals.
- Occasionally there will be a requirement to work extra hours to meet deadlines.
- This job description is intended as a guide to the main responsibilities of the post, and the job holder will be required to undertake such duties appropriate to the grade and/or position as may be required by the Manager and/or Company, to ensure the smooth running of the Business.

GENERAL

1. To act in a manner that a reasonable person would expect from a member of staff.
2. By general demeanour and professionalism, to ensure always that the image presented of the Company is a favourable one.

3. To be aware of, and adhere to, Company policies and procedures.
4. To undertake, and participate in, the Company appraisal and reviews.
5. To actively participate in training and development courses appropriate to job holder's role and maximise opportunities for self-development by identifying any additional training needs.
6. To ensure the job holder does not, without due authorisation (or taking all reasonable care) and good faith, divulge private or strictly confidential information relating to the Company or to its staff, customers, suppliers or applicants, and particularly in respect of personal data.
7. The job holder will report any area of concern to their Manager.
8. The job holder will at all times carry out their duties and conduct with due regard to the Company's policies

SAFETY, HEALTH & ENVIRONMENT

1. To work safely at all times in line with safety, health & environment legislation.
2. To be aware of, and adhere to all Company Safety, Quality and Hygiene procedures.
3. To ensure correct personal protective equipment is worn / used where applicable.
4. Ensure that identified risks are reported to Manager.

Please apply with your CV and covering letter to humanresources@sagroup.aero