

## Administration Assistant - Quality Data

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Company: Vacgen Ltd

Location: Lower Dicker

Category: management

Administration Assistant – Quality Data

Location: Hailsham, BN27 4EL

Salary: Competitive, DOE

Contract: Fixed Term Contract – 6 months initially, possibly permanent – Full time

Benefits: A competitive salary, private medical insurance, 25 days holiday, salary sacrifice company pension, life insurance, a state-of-the-art working environment!

Since 1964, we have been the name on everyone's lips when they think about high quality ultra-high vacuum products and services.

As pioneers in the field of UHV technology, Vacgen's focus on innovation, reliability and quality has helped great minds take great leaps forward. Products from VACGEN are widely used by the world's leading Universities and research institutions, from NASA and the European Space Agency to the Large Hadron Collider at CERN.

VACGEN remains the partner of choice for the next generation of researchers, innovators and builders. From our UK high tech manufacturing base, our focus is on delivering enabling technologies and supporting our customers across industry and academia.

At our new, purpose-built manufacturing facility near Hailsham, East Sussex we have entered an exciting new phase in our development as we embark on an ambitious expansion programme.

Are you looking for the next step in your career? Could you be the right person to fill one of our positions?

We are now recruiting for an Administration Assistant to work with our Quality Data.

In addition to this as our Administration Assistant within Quality you will be responsible for:

- \* Preparing and filing our Quality documentation packs for customer and internal records.
- \* Data entry and organizing and maintaining office files and documents.
- \* Providing general administrative support to staff as needed.
- \* Checking accuracy and completeness of documents.
- \* Filing documents in both physical and digital storage.
- \* Effectively interacting with colleagues.
- \* Ensuring all processes and procedures are adhered to.

In order to be successful in this role it's essential that you have:

- \* Excellent organisational and communication skills.
- \* Attention to detail and accuracy in data entry tasks.
- \* Proven experience in an administrative / data entry role.
- \* Ability to multitask effectively.
- \* Detail orientated.
- \* Proficiency in computerised office systems.
- \* Knowledge of clerical procedures and office management practices.

It would be great if you had experience in:

- \* Working in a manufacturing and / or assembly organisation.
- \* Engineering competence in relation to machining and assembly and a suitable level of product and organisational familiarization is a distinct advantage.

If you feel you have the necessary skills and experience to be successful in this role click on "APPLY" today, forwarding an up to date copy of your CV for consideration in the first instance.

No agencies please.

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