

Job Description

JOB TITLE	Support Assistant
LOCATION	London
DEPARTMENT	Engineering
REPORTS TO	Engineering Manager

Background

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. With a global network of suppliers, we provide services for all aspects of international trading, including marketing, logistics, finance and after-sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers' success.

Overview of the Unit

We are the London office of a diversified group with operations in over seven countries around the world. This position is within the London office in the Engineering Department. The successful candidate will be operating within a small international procurement team, involved with the procurement of Spare Parts and Assemblies for Engineering Industries in the Middle East.

We are currently recruiting for an Engineering Support Assistant on a full-time, permanent basis who will be mainly (but not exclusively) responsible for the administration and scheduling to support the engineering team.

The suitable candidate will have a positive can-do attitude, along with the drive and desire to maintain the high quality of work we are renowned for. Previous experience in office environment is essential.

Key deliverables (Essential duties and responsibilities)

- To set up and type documents, letters, tables and similar papers to assist the efficient operation of the Engineering Department using Word, Excel and SAP Business One (ERP System).
- To assist the Engineering Buyers and Manager in sourcing products from Europe and Asia.
- Serve as a point of contact for customers, suppliers and contractors.
- To set up and follow through travel arrangements for members of the department and some visitors from abroad. This involves Airline, Hotel Bookings and Visa arrangements.
- Filing all correspondence and systematic arrangement of technical documentation and magazines.
- Provide a high-quality administrative support service as required.
- Support incoming calls from Customers and Accounts.
- Organising and scheduling appointments, support the department in preparation for client meetings, and catering both on and off-site.
- Undertake general administrative support such as copying, printing, circulation of papers, managing and ordering stationery.
- Coordinate the daily distribution of internal and external post around the department.
- Cover Reception area when is needed.

Please note: The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

Core competencies required to perform effectively in this role

- **Job knowledge:** Demonstrates a thorough understanding of the responsibilities specific to the job, as well as the ongoing capacity to stay abreast of changes in job functions.
- **Interpersonal/Communications skills:** Demonstrates the ability to work cooperatively and effectively with other employees. Maintain good work relationships both internally and externally and can work productively as a team.
- **Problem-solving skills:** Demonstrates the ability to use creativity, reasoning, information and available resources to resolve issues.

Qualification and other requirements

- The successful candidate will need to have Administration experience, ideally within a Procurement team
- Be reliable and diligent, with good attention to detail
- A friendly personality, with a genuine desire to help and please others
- Self-motivation to work independently and as part of a team with a can do attitude
- A positive approach to working under pressure in a busy environment
- Methodical approach to tasks and problem solving
- Excellent Excel and PowerPoint skills with the ability to meet reporting requirements
- Accurate typing and numeric skills, as this role involves data entry
- Attention to detail, highly organised and able to use own initiative
- Ability to communicate to all levels, both written and verbal, pay great attention to detail
- Ability to multi-task
- Excellent self-motivation skills

Closing date

30 June 2021

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send an application to recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.

The application should include your CV and a covering letter stating how you meet each requirement. Due to the need to fill this role swiftly, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we receive sufficient application.



Interview Process

We will, having reviewed applications on a rolling basis, seek to conduct interviews with candidates via online interviews (Zoom, Teams etc.) as sadly at this stage physical interviews are impossible.

In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy>