

### Workshop Administrator

Founded in 1987, Metrol are global leaders in the innovation, development and operation of wireless down-hole systems, using acoustic, electromagnetic and inductive telemetry.

Metrol's understanding of this technology and its application plays a major part in our success. Our products are already used by energy companies throughout the world during exploration and production, where the data and control provided allows significant advances in efficiency and safety. Metrol's commitment to research and development has ensured that the company stays at the forefront of downhole communications and the successful introduction of a range of new products has resulted in company growth which provides an opportunity for skilled and innovative engineers.

We are located in the Kirkhill Industrial Estate in Dyce, but operations are global, and we have offices in Dubai, the United States and other worldwide locations.

With a family business culture, we aim to create and provide a working environment that promotes from within, encourages training and development and allows and trusts individuals to maintain a work-life balance.

#### **Benefits:**

The role comes with a competitive salary and benefits package including:

- Culture that promotes teamwork and empowering individuals to make a difference
- Challenging role with on-the-job training, working as part of an expert team
- 33 days holiday with additional holidays for long service and long service awards
- Company Pension contributions
- Private Healthcare and Life Insurance
- Cycle to work scheme

#### **The Role:**

To support the Workshop by undertaking various administrative duties including generating and maintaining reports, verifying build records, processing and reviewing work orders and workshop requests. The role will involve interacting with company business management databases and ERP system.

#### **Main Duties:**

- Create and present reports in relation to the workshop and its activities.
- Perform build pack and check sheet QC on completed work orders.
- Administer the Workshop Request process communicating updates to relevant parties.
- Work closely with the Product Delivery Team regarding kit availability and production schedules.
- Become a business management and ERP system super-user for the workshop team.
- Perform routine and ad-hoc administrative tasks.
- Liaise with other departments regarding data recording and administration issues.
- Actively participate in continual process improvement.
- Maintain a high standard of personal safety in the workplace observing all company health and safety requirements.
- Any other duties that may reasonably be requested by the company.

### Required Skills & Experience:

- Experienced in using ERP or Manufacturing database systems.
- Experienced in performing work order processing.
- PC literate, in particular the use of Microsoft Office software; Excel, Word and Outlook essential.
- Previous experience in workshop/manufacturing/production administration.

### Location:

Our Main Office and Workshops are in the Kirkhill Industrial estate in Dyce, Aberdeen. Due to its nature, this will be a site-based role with possible requirement to visit and work at other locations.

Apply by email with your full CV to [Vacancies-Technical@metrol.co.uk](mailto:Vacancies-Technical@metrol.co.uk)