

Career Opportunity**Role: Customer Support Executive****Location: Ramsgate, Kent**

AEM, with its head office at Stansted Airport, is a subsidiary of AMETEK. As part of AMETEK's Aerospace & Defense Division, AEM is one of the largest independent aircraft component repair and overhaul facilities in Europe.

We have an immediate full-time vacancy, at our Ramsgate site for a Customer Support Executive; this is a permanent role and reports to the Commercial Manager.

Job Purpose:

To provide support to customers by acting as an interface between the customer and the Fluid Power Business Unit and the Machine & Plating Business Unit.

Main Tasks:

- Build and maintain strong customer relationships.
- Undertake the resolution of issues, account queries, warranties, price breakdown & negotiation.
- Undertake customer product reviews, verify accuracy of all associated paperwork.
- Customer liaison; co-ordinate order scheduling and progression, raise invoices, provide quotes, produce and formulate technical evaluations.
- Act as point of contact for technical issues between workshops and customers and liaise with workshops to prioritise workload and customer requests.
- Arrange outsourcing of units for repair.
- Update customer portals as required.
- Raise approval certificates for product release.
- Support the team in all phases of the selling process including, preparation of quotes and follow up of proposals.
- Assist in the development of account management plans for strategic customers.
- Collate/present analytical data surrounding individual account performance. Monitor margins and earning rates.
- Provide pre / post-sales support to the extended team and participate in customer visits and meetings as required.
- Accurately maintain weekly status reports and spreadsheets in relation to sales opportunities and activity.

Qualifications:

- Minimum GCSE Maths and English Language (grade C / level 4) or equivalent
- Fluent command of written and spoken English. Fluency in additional languages desirable.

Experience:

- Minimum 3 years previous experience in a similar technically based role within an engineering / manufacturing industry environment (highly desirable)
- Experience of customer interaction, developing and growing customer accounts through a range of different communication and media channels (essential).
- Previous experience working in multi-product business disciplines (desirable)
- Excellent data analysis and data presentation skills (essential)
- Computer literate proficient in excel and application of pivot tables (essential)

Competencies

- Strong analytical, administrative and organisation skills and excellent attention to detail.
- Excellent interpersonal skills and ability to build robust customer relationships.
- Driven; focused, goal orientated and self-motivated.
- Ability to work well in multidiscipline/cross-functional teams.
- Inquisitive, resourceful, pro-active and enthusiastic
- Ability to work under pressure, to tight deadlines and multi task.
- Strong communicator (written and verbal)



Additional Information:

Salary: Competitive, depending upon experience

To apply for this role please submit your CV, with a covering letter and salary expectations to Janine Barber, HR Advisor; e-mail Janine.barber@ametek.com cc Jennifer.Otter@ametek.com