

**Job title:**

Administration Officer Hartmann & Bender Business (subsidiary based in Germany)

**Job location:**

Southport UK, with occasional travel to Germany (Walluf near Frankfurt)

**Job purpose and description:**

The purpose of the role is to fulfil key administration duties and office tasks in support of Lattimer's subsidiary in Germany, Hartmann & Bender GmbH. Based in Southport UK, the office holder will work closely with UK and Germany-based colleagues to undertake essential day-to-day functions in a small, agile business. The role is full-time. A permanent person is sought but an interim/temporary appointment is possible, depending upon the candidate's circumstances.

**Person description:**

The ability to converse in German and English languages and read/write German and English will be a significant advantage.

Full training in the administration and office duties required will be provided, if necessary.

The role is likely to suit a range of persons, from a relatively inexperienced person with the appetite to learn and develop, to a more experienced person with established office and administration skills looking for a more settled position.

**Principal responsibilities:**

Recording and filing sales quotations

Sales order processing (checking orders coming into the business, releasing orders to manufacturing department, confirmation of orders to customers)

Raising and filing sales invoices, liaising with customers when necessary

Answering company phone and relaying messages

Coordinating visits to the company for customers and colleagues, arranging transport and accommodation when needed

Placing orders for materials, parts and services on external suppliers

Organising shipping of parts to customers (including creating export documents and packing lists where appropriate)

**Other factors and qualities needed in the person:**

Hartmann & Bender is a successful business that supplies variable equipment (special parts customised for glass container-production machines). Hartmann & Bender is an acknowledged expert in its field, producing and selling parts for the German and worldwide markets.

Hartmann & Bender is a small company with a multiskilled and highly capable team. The position requires a person with energy and attention to detail, and a positive, helpful personality. The ability to communicate and work well with colleagues as a key member of a small team is essential.

**Applications:**

Please email your introduction letter with a comprehensive CV to Dave Poole, Managing Director, [dave.poole@lattimer.com](mailto:dave.poole@lattimer.com)