



Specialists in Ultrasonic Flow Measurement

Katronic has been a leading innovator in the field of ultrasonic flow measurement for over 20 years. This well respected company with its own brand of clamp-on flowmeters has regional offices in the UK, Germany and the USA as well as a network of distributors and customers all over the world. We are now looking for the right person to come and join us for the exciting future that we have planned. Our established team of experts will provide you with full training upon your arrival, which will enable you to become a specialist in our team.

Production and Assembly Coordinator

The Role:

The position of Production and Assembly Coordinator calls for a well organised person, bright and articulate person who would be interested in joining a dynamic, modern organisation. The individual will work as part of a team to achieve the company's objectives. The role on offer requires someone with good organisation, negotiation and analysis skills.

Responsibilities:

- Pick and prepare the products according to customer requirements
- Analysing the product usage against the delivery schedules
- Work within a purchasing budget
- Carry out administration tasks for the sales and purchasing of our products
- Assist with the product return process
- Working as part of a team to achieve our objectives
- Maintaining a good relationship with our suppliers

Required Skills and Attributes:

- Good entry level qualification relevant to the sector (NVQ 3 or equivalent)
- Good communication skills, both verbal and written
- Well organised
- Has exceptional attention to detail
- Is a team player



Employment Details:

- Salary £17,000 - £19,000 depending on experience
- Location: Coventry CV5 6ET
- Full time position
- 38 hours per week
- Bank holidays plus 23 days holiday per year
- Company pension

Please reply in writing to: Kate Turner, kturner@katronic.co.uk

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