

Lincoln Electric is the world leader in the engineering, design, and manufacturing of advanced arc welding solutions, automated joining, assembly and cutting systems, plasma and oxy-fuel cutting equipment, and has a leading global position in brazing and soldering alloys. Lincoln is recognized as the Welding Expert™ for its leading materials science, software development, automation engineering, and application expertise, which advance customers' fabrication capabilities to help them build a better world. Headquartered in Cleveland, Ohio, Lincoln Electric is a \$3.8B publicly traded company (NASDAQ:LECO) with over 11,000 employees around the world, with operations in over 71 manufacturing locations in 20 countries.



You will join the Sales and Logistics team at Weartech, Port Talbot, which is comprised of passionate people. We offer continuous learning and education opportunities and put emphasis on continued improvement, growth, and career progression. We offer a competitive total compensation package.

ABOUT THE ROLE

As **Sales and Logistics Administrator**, you will provide an excellent level of customer service, whilst ensuring that customer requirements are effectively managed throughout the production process.

Other key responsibilities include:

- Act as a key point of contact for our clients, ensuring that enquires, orders and shipments are actioned efficiently.
- Use SAP system for sales entry and dispatch processes.
- Ensuring all sales and logistics paperwork is maintained correctly including Incoterms, FTA's and rules of origin. Checking data accuracy in sales and logistics documents.
- Responding to a high volume of emails on a daily basis.
- Liaise with different departments to ensure customer orders are met.
- Monitor progress of orders to keep the customer informed of any potential delays.
- Processing customer complaints and returns.
- Evaluating and arranging shipment for domestic & international orders via Courier, Road, Sea and Air.
- Liaising with logistics companies to resolve any issues that may occur with a shipment. (Delayed transit time, customs issues or lost shipment)
- Supporting the sales team with general administrative operations to help reach the team's objectives.

WHAT WILL YOU BRING TO THE ROLE?

- **Support Co-workers** – demonstrate Employee Engagement
- **Champion Customer Needs** – demonstrate a Strong Business Orientation
- **Value Others** – demonstrate the Golden Rule
- **Demonstrate High Quality Work** – demonstrate Operational Excellence
- **Take Initiative** – demonstrate Vision and Strategy
- **Display Creativity** – demonstrate Solutions and Value

Are you interested in this role?

Email your cv to hr_department@weartech.eu

TOP TIER BENEFITS DESIGNED FOR YOU



Health and wellbeing rewards tailored to support you and your family.



Short and long-term disability benefits, life insurance.



Multiple options of extra rewards



Competitive paid time off package.

Lincoln Electric is an Equal Opportunity Employer. We are committed to promoting equal employment opportunity for applicants, without regard to their race, color, national origin, religion, sex (including pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation), sexual orientation, gender identity, age, veteran status, disability, genetic information, and any other category protected by federal, state, or local law.