

**WORLD'S BEST  
EMPLOYERS****Forbes**  
**2021**

POWERED BY STATISTA

**Develop your career!  
Operations Administrator –  
MIG Plant, Sheffield, UK**

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 material 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 has 56 manufacturing locations in 19 countries and a worldwide network of distributors and sales offices serving customers in over 160 countries.

## YOU ARE

- Degree qualified
- Have an ability to interact with internal customers in a professional and confident manner
- Have a Customer-centric approach with a focus on providing a first class service and meeting internal customer requirements
- Have knowledge of and experience with LEAN Principles
- Have a pragmatic approach to problem solving
- Strong organisation, planning and time management skills.
- Strong attention to detail.
- Ability to work as part of a cross functional team
- Intermediate proficiency with MS Office products and SAP

## WE OFFER

- Support the operational administrative aspects of manufacturing in all departments and to plan shipments of orders and manage associated documents
- Supporting the business in achieving its goal of delivering manufactured product to the customer in line with customer's expectations.
- Liaise with customer service / sales in UK and Europe to track shipments, ensuring prompt delivery and communication of accurate progress reports to the customer.
- Developing and managing systems and procedures both in SAP and standalone excel files for accurate stock control and a robust "month end" process.

Interested?  
Send your CV and application to:  
[hgreen@lincolnelectric.eu](mailto:hgreen@lincolnelectric.eu)