




Navtech Radar Limited

Home Farm, Ardington,

Wantage, Oxfordshire, OX12 8PD, UK

 +44(0)1235 832419

 info@navtechradar.com

THE POSITION – PRODUCTION ADMINISTRATOR (in South Oxfordshire, England)

We have an exciting opportunity for a Production Administrator within the Production Department. Reporting to the Production Coordinator you will be responsible for the administrative functions and processes that play an instrumental role in the success and efficiency of the department.

COMPANY OVERVIEW – NAVTECH RADAR LIMITED

Navtech Radar is a world-leading designer and manufacturer of commercially deployed radar solutions, with innovation and customer focus at its core. A growing company with unrivalled levels of knowledge and experience, and an unquenchable passion to innovate, Navtech is looking for exceptional talent to expand its team.

OUR WORK HEADQUARTERS

Our offices are located in an Area of Outstanding Natural Beauty, at the edge of Ardington in South Oxfordshire, within an easy commute from areas of Reading, Swindon, Newbury and Oxford.

OUR CULTURE, AND BENEFITS

Here at Navtech, we help create the right environment for our focussed staff by providing a flexible, fun, friendly, and family feel. We are dog friendly and enjoy family, friends and group events. We have plenty of free parking for our employees and provide you with options to join colleagues on lunchtime walks, biking and other pursuits. **We care about our staff, in fact, our culture is developed by them, for them!**

Key Responsibilities:

- Production procurement and stock control.
- Dealing with all incoming deliveries and outgoing shipments.
- Maintaining processes and records relevant to the production department.
- Ensuring quality of information related to stock control, job scheduling, and quality systems.

Your Competencies:

- The ability to communicate effectively verbally and in writing.
- Strong planning, prioritisation, and organisation skills.

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- A good understanding of a typical procurement process.
- A proactive “hands on” approach.

Additional requirements:

- Previous experience of working in an office environment in a small company.
- An aptitude for using electronic resource planning (ERP) systems and excellent skills with Microsoft Word and Excel.
- Experience of working with multiple suppliers, utilising strong communication and negotiation skills.
- The ability to work within a team and form strong cross-functional relationships with other departments in the company.

Applicants should send a CV and covering letter to: kieran.spriggs@navtechradar.com.

