

VACANCY DETAILS

Department: GW Limited	Hours: 37 hours per week
Job Title: Data Control Administrator	Job Ref: GW718
Place of Work: Bridgnorth	
JOB DETAILS <p>The Postholders' duties will include supporting the Sales & Marketing team with administration managing the retrieval and storage of data in various formats, fully document, receipt and distribute data on the Company ISO data log system. Undertake logging and stamping of new drawings on the ISO system. Manipulate data on customer models to support data administration using common CAD packages – Training will be provided.</p> <p>The successful candidate must have recent administration experience, be competent using Microsoft Office, in particular MS Excel, Word, and Outlook, have experience of working with, and handling, confidential data and good communication skills. Experience with ISO systems is desirable for this role.</p> <p>For further information or to obtain an application form for the above roles, please contact the Human Resources department.</p>	

HAVE YOU GOT THE SKILLS?

We are always looking for people who want to grow and develop their skills. If you're an ambitious individual who wants to work for a world-leading casting foundry and consultancy please fill in the form and upload your CV. If we have a vacancy that matches your skills and experience we'll be in touch.

<https://www.gwcast.com/current-vacancies>