

Business Administration Industrial Placement Student Job Description

Job Details

Job Title	Business Administration Placement Student
Company	Optimax Imaging, Inspection and Measurement Ltd.
Website	www.optimaxonline.com
Location	Market Harborough, Leicestershire
Relevant Student Groups	Business Studies
Placement Duration	6 - 12 months (flexible)
Position Available	From 1 st August 2019 or as agreed with candidate
Number of Positions Available	1
Salary	£14,000
Working hours	8:30 am – 04:30 pm Monday – Friday

About Optimax

Experts in optical inspection and metrology, we specialise in providing measurement and inspection solutions for customers in a vast array of industries. Our equipment is used for a huge range of applications, including working with electrical circuitry, inspecting jet engines and quality control in the manufacture of tools. We therefore work with a great range of customers and have suppliers from across the globe.

We are a relatively small, but growing business. Therefore, during a placement with us you will get to know everyone in the company and have the chance to really become part of the team. By joining us at this exciting time as we expand, you will not only have the opportunity to learn about how a business develops and grows, but you will also have the chance to actively influence this and gain some invaluable experience in business development.

About the Role

As a Business Administration student with us, you will take on a key role within the office team. You will perform essential administrative duties to support the smooth running of the business on a day to day basis. In addition to this, as we are undergoing a period of change, you will become involved in important project work to support the development and implementation of new systems as we progress the business.

Therefore, your key duties and responsibilities will include:

- Working as part of the Sales and technical Support teams in all aspects of business administration
- Liaising with customers and suppliers
- Raising quotes, purchase orders, invoices, maintaining databases
- Project based work to progress process and systems implementation
- Provide support to the marketing department
- General office and administrative duties

Eligibility Criteria

The successful candidate will:

- Be business minded and aspiring towards a career in business
- Be keen to learn and achieve
- Be hard-working and resourceful
- Have strong IT skills
- Work well as part of a team and independently
- Have a flexible approach to working
- Be organised and self-motivated
- Have a polite and professional manner

You must also:

- Be studying a full-time Degree at University, with a focus on any of the following: Business Administration, Management or associated disciplines
- Be applying for an industrial placement / internship, which will form part of your degree studies
- Have a university supervisor who will keep in touch with you and us throughout your placement

How to apply

Please send your CV and a completed application form to jobs@optimaxonline.com or Optimax IIM Ltd., Michael Francis House, 3 Trimbush Way, Market Harborough, Leicestershire, LE16 7XY.

If you have any further questions about the role, please contact us via email at jobs@optimaxonline.com or via telephone on 01858 436940.