



Houghton International

Electro mechanical innovation

Recruitment Pack



Rail Administrator / Stores Assistant

Salary: £9.59 per hour

Working hours: 39 hours; Mon – Thurs 8.00 – 4.30 Friday 8.00 – 3.30

Reports to: Senior Administrator

Contract Type: Permanent

Department: Rail

About Houghton International:

Houghton International improves the performance of electro mechanical assets around the world. We use our technical expertise to work with customers to solve their problems offering a high-quality repair and maintenance service for motors, generators, pumps and all electrical rotating equipment.

Within the business we have hundreds of years of knowledge and experience across a range of sectors including rail, industrial and power generation. We are innovative, flexible and responsive to customer's needs, continually exceeding industry standards and customer expectations. As the world continues to electrify and the demand for power rises, our products and services will become even more valuable and our business will continue to grow, we are working towards a target revenue of £20million by 2020/21.

We recognise that people are our most important asset. We have a highly skilled team that successfully combines youth with experience, and we invest in our people to be 'the best in the world at what we do'.

We employ for attitude and train for skill and our industry leading training programme is award winning. We aim to be the employer of choice for talented people across the whole of the North East, providing opportunities to develop and supporting our employees to achieve their goals. In return we expect commitment, a total focus on our customers' needs, flexibility to meet deadlines and dedication to our quality process.



OUR MISSION, VALUES AND PRINCIPLES

OUR MISSION

To be the best in the world at what we do

OUR CORE VALUES

 <p data-bbox="360 1471 560 1514">We protect and develop our people to be the best</p>	 <p data-bbox="635 1471 879 1514">We work as one team to deliver an exceptional customer experience</p>	 <p data-bbox="943 1471 1171 1514">We are open, honest and always act with integrity</p>	 <p data-bbox="1251 1471 1466 1491">Innovation drives our business</p>
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OUR PRINCIPLES

 <ul data-bbox="325 1626 560 1872" style="list-style-type: none">• Maintain a healthy and safe working environment• Invest in the development of our people• Share success with the team• Hire for attitude; train for skill• Treat everyone with fairness and consistency	<ul data-bbox="617 1626 879 1850" style="list-style-type: none">• Quality is everyone's responsibility• Always understand what the customer wants; internal customer included• We respect our colleagues and our working environment• 24/7 complete flexibility; we are always there when we are needed	<ul data-bbox="909 1626 1171 1917" style="list-style-type: none">• Admit when you are wrong and learn from it• Focus on what is right; not who is right• Communicate with customers, suppliers and colleagues on a timely basis• We make profit ethically and with integrity• Set transparent performance metrics	<ul data-bbox="1208 1626 1430 1850" style="list-style-type: none">• Commit to continuous improvement• Question the status quo – always ask why• Encourage creativity• Strive for perfection• We can solve any problem
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everyone matters

Are you:

- Confident, outgoing and enjoy working to tight deadlines
- A people person who enjoys working with others and able to communicate confidently at all levels
- Interested in gaining valuable hands-on experience within a varied admin role
- Organised, self-motivated and use your own initiative
- Interested in joining a dynamic team at a critical juncture of its growth journey

Would you like to be part of a business that:

- Is striving to be the best in the world at what we do
- Is driving business growth and development to achieve a turnover of £20million by 2020
- Is expanding into new sectors and markets globally
- Is increasing market share year on year
- Develops innovative solutions and market leading products
- Exports to over 28 countries worldwide
- Has an industry leading, award winning, training and development programme
- Supports companies such as Rolls Royce, Siemens and ABB to develop cutting edge power generation technology
- Is highly skilled and customer focused with innovation at its core
- Invests in apprentices and training across the business to support business growth and personal development

If so, then read on to find out more about the Rail Administrator / Stores Assistant role and how it supports our strategic business objectives.

Job purpose:

Due to increased workloads in the Rail department and continued business growth, we have an opportunity for an Administrator / Stores Assistant to join our growing department. The successful candidate will work closely with the other admin/stores' members of staff and the wider operational team to assist and deliver on all stock, logistics and administration supporting roles. The ideal candidate will assist and support all aspects and process of the stock control and administration responsibilities associated with the department.

Key responsibilities include:

- Working with the Senior Administrator to maintain and enhance process flow improvements to every aspect of the business unit's work type
- Acting on any reasonable request by your line manager to achieve the business unit and customers' requirements in a timely and controlled manner
- A team player with good communication skills and able to work with a mixture of staff and customers at various levels
- Proven ability to meet deadlines and will need to take responsibility for key deliverables
- Flexibility in approach to work
- Attention to detail and able to work on own initiative
- Have proven commitment to change and continuous improvement

- Willingness to take on tasks that may be outside their normal set of responsibilities
- Carry out logistics and coordination of traction motor, power packs, alternators and engines
- Complete stock ordering and control
- Issuing stock to shop floor operatives
- Populating and collating spreadsheets
- Booking in jobs, creating job packs and files
- Compiling initial and final costing of jobs for head of department (HOD) approval
- Production of customer reports for HOD approval
- Timesheet reports for HOD approval
- Archiving of photographs, shop floor route car sheets, test reports and job packs
- Raising and submitting purchase orders
- Assisting the Rail team on all administrative duties (i.e. photocopying, scanning of documentation)
- Ad hoc duties as required to meet business demands

Working at Houghton International

At Houghton International 'everyone matters' and in return for our employees' commitment and hard work everyone enjoys a range of benefits additional to their salary so that everyone can continue to share in the company's continuing growth and ongoing success.

As a Houghton International employee, you benefit from:

- Contributory pension scheme – above standard minimum
- Income protection insurance – to supplement SSP should you be unable to work
- Death in service insurance – 2 x annual salary to a beneficiary of your choice
- Training and personal development programme – Individual PDP plans
- Holiday buy/sell – option to buy or sell up to 5 days holiday for added flexibility
- Staff recognition and engagement – discretionally bonus and quarterly awards
- Health Assessments – ongoing surveillance to improve wellbeing
- Social events – opportunities to celebrate success as a team



Houghton International is a growing business, having grown 25% year on year for the past 3 years, that operates across a diverse range of sectors. Our employees have a wide range of skills including engineering, manufacturing, fitting, winding, operations support, administration and sales to support our customers and meet their delivery requirements.

Innovation is at the heart of our business and we have a genuine problem-solving approach to all aspects of delivery, working flexibly with customers to improve the performance of their machines and coming up with solutions to their issues.

Working alongside our skilled and experienced teams, some of whom have worked here for over 30 years, we offer valuable training and real progression opportunities combined with a varied and engaging workload in a safe and friendly environment.

Apply now to be part of an innovative and growing SME that values its employees and reinvests in the business to secure its long-term future, sharing its success as it grows.

Forward your CV to careers@houghton-international.com and tell us why you would like to be considered for this role.