

## **Business Support Assistant**

### **Company Overview**

Global Inkjet Systems (GIS) is a division of Nano Dimension, and we are an awarding-winning global leader in the development and supply of application software, electronics, and ink system components into the industrial inkjet printing market. Our focus is on designing tailored next generation software, advanced printing system components, and providing services for our customers worldwide, such as direct to shape printing, inkjet hardware components and 3D printing.

We foster a friendly culture for people to work collaboratively towards success, communicate openly to challenge the norm and nurture people to create the thought leaders of the future.

### **The role**

GIS has an exciting opportunity for a Business Support Assistant who will be focusing on sales order processing and packing to join our Business Support Team based in North Cambridge.

As a Business Support Assistant, you will be responsible for the daily distribution of our electronics and ink systems product orders to our global customers, whilst also learning how to process and acknowledge customer orders as we receive them. In addition, you'll support on a wide range of activities for our customers and colleagues throughout the business from organizing lunches, travel, and accommodation, to helping with conference materials.

### **Duties and responsibilities**

- Safely picking items from shelves ensuring correct serial numbers are selected
- Packaging completed orders in protective wrapping and cardboard boxes to protect them during shipment
- Completing necessary invoicing or paperwork to allow efficient tracking of orders
- Restocking shelves with the boxes needed for shipment, ensuring orders do not get held up
- Answering telephone calls
- Maintaining office supplies
- Maintaining kitchen supplies, by ordering and stocking the kitchens with drinks and snacks via Tesco online.
- Input customer Purchase Orders onto SAGE
- Produce accurate Order Acknowledgments for customers

### **Required skills**

- Experience of SAGE 200
- Knowledge of Salesforce
- An awareness of customs requirements and processes
- Literate in Microsoft Office
- Willing to be flexible
- Positive self-motivation



A NANODIMENSION DIVISION

**In addition to a competitive salary, the role offers an attractive benefits package:**

- Pension contributions
- Private health insurance
- Life insurance
- Company funded staff kitchen with snacks, chocolate, drinks and fruit
- Company funded social events
- Company funded Charity Committee
- 25 days annual leave
- Cycle to work scheme