

# Ascend to new heights in Defence Technology Innovation



[www.exsel-group.com](http://www.exsel-group.com)

## INTRODUCTION

Exsel Group stands as a preeminent force in the realm of independent defence technology solutions. We specialise in delivering supreme engineering expertise, advanced technology systems and comprehensive support services where the imperatives of reliability, safety and protection are non-negotiable.

Tracing our legacy back to 1947 in the United Kingdom, Exsel Group has evolved into a multi-faceted organization with a presence across four strategic UK facilities and various locations across the globe. We cater to an international clientele spanning government agencies, defence sectors and commercial enterprises.

## GLOBAL REACH

We are a key operational supplier to UK defence and offer our services globally. This provides our team members with unique opportunities for international travel and engagement. We pride ourselves on delivering exceptional customer service by establishing a robust communication framework with our clients. Our organisational structure is designed to facilitate integrated solutions, managed through proven project management methodologies.

## PURPOSE OF ROLE – Build to Print Bid Process Manager

To manage the Build to Print (BTP) sales and administration process in handling all Exsel Group BTP enquiries. The position will include all aspects of the Sales Order process from initial receipt through to invoicing and post-delivery customer support.

To build strong Customers relationships in order to establish and build the BTP revenue stream.

## KEY RESPONSIBILITIES

### Job specific responsibilities

- Control the BTP sales process from initial customer contact to delivery of product and beyond.
- Compiling and managing all BTP product costings within the ERP
- Generation of Build to Print Quotations, through use of information on the company ERP system
- Liaison with customers with quotation queries
- Sales Order input and acknowledgement
- Build to Print quotation monitoring to ensure validity is maintained
- Order Administration, including Works Order production, item tracking and delivery paperwork where applicable
- Raising and recording of Invoices and submission via required customer portals and submission to Finance
- Provide post delivery support for all BTP enquiries.
- Identify areas of opportunity to promote growth and revenue.
- Carry out any additional tasks as may be reasonably requested.

## GENERAL

- Excellent written and verbal communication skills.
- Ability to be flexible and work outside core hours on occasion.
- Travel to other Exsel group sites and occasional overseas travel may be required.
- Must be able to work in the UK without restrictions & meet UK government security vetting criteria.
- The job holder will have a current driving licence

## HEALTH & SAFETY

- Adhere to all relevant Health and safety procedures and observe safe working practices. All work to be conducted in a safe manner.
- Appropriate Personal Protective Equipment to be used when required.



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- All tools and equipment are to be cleared away at the end of a task and work area cleared up before the end of working day.
- All hand tools (if used) are to be maintained in a safe useable condition.
- To advise advanced Technician, team leader or line manager of any Health & Safety issues promptly.

## COMPETENCIES & SKILLS

- Strong interpersonal skills
- Accuracy and a flair for attention to detail
- Flexibility to learn and acquire new skills
- Skilled in Microsoft Office suite

## KNOWLEDGE & QUALIFICATIONS & EXPERIENCE

- Minimum GCSE in mathematics
- Minimum 2 years general experience within Sales environment
- Able to read and understand engineering drawings
- Previous experience and understanding of engineering processes

## EMPLOYEE BENEFITS AND WORKLIFE BALANCE

- Competitive salary.
- Training & development opportunities.
- Apprenticeship programs.
- Company pension.
- Early finish on Fridays.
- Free guest accommodation in various locations (home and aboard).
- Birthday holiday
- Service milestones.
- 25 days holiday, including 3 days Christmas closure, plus Bank Holidays (x8).
- Recruitment Reward Scheme.
- Flexible maternity options after month 9.
- Paid paternity leave.

## CANDIDATE PROFILE

Our employees are the driving force behind our achievements. We invest in their professional growth, and in return, they bring innovation, enthusiasm, and a relentless pursuit of excellence to our operations. We seek individuals who are passionate about making a meaningful impact on the world and believe that a role with us can facilitate that ambition.

We encourage applicants who are also former Armed Forces personnel, Reservists and Cadet Force Volunteers, you will be made very welcome amongst our existing staff, who have shared your past experiences, and have been with us for many years. If you have the skills, mindset, and attributes to make a difference in the business then take the next step in your career by becoming a part of the Exsel Group. **For more information see [www.exsel-group.com](http://www.exsel-group.com), to apply to join our dynamic team, please forward your CV and covering letter to [careers@exsel-group.com](mailto:careers@exsel-group.com)**

