



## **Sales and Procurement Assistant – Space Technology**

STAR-Dundee Ltd. ([www.star-dundee.com](http://www.star-dundee.com)) technology is being used on spacecraft monitoring the Earth's land, oceans and atmosphere, exploring Mars, visiting and bringing back samples from asteroids, mapping the stars in our galaxy, providing GPS and communication services, preparing to resume human exploration of the moon, and on many more Earth observation, scientific, astronomy and exploration missions.

Sustained growth of the company has resulted in the need for a highly capable individual to work with and assist the company's International Sales and Procurement Officer. Specific tasks include, but are not limited to, handling sales enquiries, processing purchase orders, reviewing contracts, and searching for and purchasing critical components.

STAR-Dundee is an employee-owned SME which places great value on supporting its customers and working collaboratively with its partners. To support the organisation's growth, we now seek to appoint someone who can help with international sales and key component procurement.

### Job Specification

The successful candidate will contribute to some or all of the following:

- International Sales
  - Reviewing customer enquiries and generating appropriate quotations;
  - Registering customers' purchased products for support;
  - Liaising with the technical team to gather information in response to customer enquiries;
  - Contributing to marketing activities;
- Key Component Procurement
  - Daily searches for critical component availability;
  - Liaising with the technical team and suppliers to explore component alternatives;
- Contractual
  - Reviewing contracts and legal documents;
- Other
  - Supporting the International Sales and Procurement Officer with other aspects of the business.

A candidate should have the following qualifications/experience/attributes:

- A 1<sup>st</sup> class or 2:1 degree. The role is open to people with a range of backgrounds including science, engineering, mathematics, legal and business;
- Attention to detail;
- Persistence;
- Sharp problem-solving skills;
- Ability to work from own initiative with limited supervision, as well as alongside other team members;
- A desire to help our customers;
- Excellent verbal and written communication skills;
- Competency with Microsoft Office or similar.

Experience/skills in some of the following areas would be advantageous:

- Experience in international business which could be in sales, purchasing, shipping, customs or some other area of international business;
- Technical understanding;
- A demonstrable interest in space technology;
- Experience in the space industry.

### STAR-Dundee

STAR-Dundee is a successful SME in the aerospace engineering sector, which designs network technology for use on-board spacecraft. STAR-Dundee provides electronic test and development equipment and chip designs for spaceflight applications. STAR-Dundee concentrates on the design and support activities, with a highly skilled workforce; around 90% graduates and 40% PhDs. STAR-Dundee has a wholly owned subsidiary, STAR-Barcelona, based in Sant Cugat just outside Barcelona. All the company's manufacturing is carried out by suitably qualified subcontractors based in the UK.

The company has been operational for over twenty years, building up a global customer base that includes just about all the famous names in the aerospace industry and the world's leading space agencies (including NASA, ESA, JAXA and CASC). STAR-Dundee has distributors in the USA, Japan, China, and South Korea, serving Europe and the rest of the world directly from Dundee.

The highly qualified and experienced team of engineers in STAR-Dundee has well over 125 person-years' experience in spacecraft data-handling and microelectronic technology. In 2013 STAR-Dundee won The Courier Digital Business of the Year and overall Business of the Year awards and in 2014 it won the Scottish Chamber of Commerce Business of the Year award for companies with fewer than 25 staff. In October 2022, the Hi-SIDE Project Consortium, for which STAR-Dundee was a leading member, won the "Innovation in Space Award" from the European Space Forum for its work on future satellite data-handling chain electronic systems.

### Other Information

The position is open to both recent graduates and individuals with significant experience.

Salary will be commensurate to experience. Please state your current salary when applying.

STAR-Dundee is an employee-owned company, with over 50% of the company shares owned by an Employee Ownership Trust on behalf of the employees. Staff are represented on this Trust and on the Board of Directors, and also benefit, when there is a dividend payment to the other shareholders, with a tax-free or partially tax-free bonus.

Applicants must have the right to work in the UK. Please state in your application that you are a UK citizen or have UK Government EU settled status, or provide details of your right to work in the UK. **If this information is not provided your application will be rejected.**

### Location

STAR-Dundee is located in a renovated 19<sup>th</sup> century town house in the heart of Dundee overlooking the Tay estuary. The building is adjacent to the University of Dundee and a few minutes' walk from the city centre. Dundee is a thriving University town in the heart of Scotland (50 miles north of Edinburgh), close (20 miles) to the Highlands and an ideal base for those who enjoy outdoor activities.

Dundee, Scotland's fourth largest city, was listed by Lonely Planet in 2018 as one of the top ten best European destinations to visit and praised for its 'head-turning' urban redevelopment.

Dundee was lauded for its growing cultural scene and the exciting transformation of the city's historic waterfront; a development spearheaded by the opening of the newest branch of the V&A in September 2018. Describing the city, Lonely Planet's writers praised a creative scene that "increasingly attracts some of the UK's most visionary talent", building on its selection by UNESCO as the UK's first City of Design in 2014. The city will be further enhanced by the opening of Eden Project Dundee, which is planned to be completed in 2025.

Lonely Planet's spokesperson and Editorial Director, Tom Hall, said: *"While visitors have always been assured of a friendly welcome, Dundee has often been overlooked by travellers to Scotland, but that should be set to change. The opening of V&A Dundee is a really exciting moment that marks the city out as well worth a visit, but throw in nationally important museums and attractions, and its dynamic, creative spirit, and travellers will find a city boasting plenty to discover."*

### How to apply:

The closing date for applications is 19<sup>th</sup> December 2022.

To apply for this position please send your CV and contact details of three referees, along with a brief covering letter stating how you feel you meet the above criteria, and indicating your current salary to:

Carole Carrie

STAR-Dundee Ltd.

Email: [carole.carrie@star-dundee.com](mailto:carole.carrie@star-dundee.com)