



Education and Culture DG

Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Muir Matheson Ltd
Address inc post code	Aberlan House, Woodburn Road, Blackburn, Aberdeen AB21 0RX
Telephone	+44 1224 791222
Fax	+44 1224 791555
E-mail	sales@muir-matheson.com
Website	www.muir-matheson.com
Number of employees	20
Short description of the company	Manufacture weather stations for the Oil & gas and Airport sectors
Other	82% export led small dynamic company

CONTACT DETAILS	
Contact person for this placement	Andrew Stead
Department and designation / job title	Managing Director
Direct telephone number	+44 1224 79824
E-mail address	Andrew.stead@muir-matheson.com

PLACEMENT INFORMATION	
Department / Function	Sales
Description of activities	<ul style="list-style-type: none"> • Initial liaison with customer to discuss and agree objectives. • Scope engineering solution and agree solution with Project Engineering staff • Prepare and complete documents to necessary standard • Maintain ongoing price lists and bills of materials • Prepare quote and, subsequent to necessary sign off, issue to customer. • Co-ordinate follow up activity in conjunction with Service Delivery Manager (Oil & Gas UK), Airport Team Manager (Airports) and International Business Development Manager • Occasionally attend trade shows either in the UK or abroad. • Where required, travel within the UK or overseas to meet customers • Focal point for Sales (responding to enquiries within 1 day and ensuring quotes are sent out promptly)
Location	Aberdeen
Duration	12 months
Working hours per week	37.5
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	Base Salary of £18,000 p.a.
Other	We are a small company with a good work/play balance. Scope exists for successful candidate to experience all aspects of the business.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	French or Arabic an advantage but not essential
Computer skills and level of skills required	Should be to a good standard
Drivers license	Ideally but not essential
Other	Literate, numerate and well organised individual. Must be able to show degree level acumen and/or experience in the design and development of engineering projects. The role is primarily office based. Self starting and able to communicate and liaise effectively with all levels within the organisation.

INFORMATION PROVIDED BY	
Name	Louise Eggerton
Department / Function	Admin
E-mail address	Louise.eggerton@muir-matheson.com
Phone number(s)	+44 1224 791222
Date	5/8/2010