



<https://www.laserwiresolutions.com/job/sales-order-logistics-administrator/>

Sales Order & Logistics Administrator

Description

We are looking for a Sales Order & Logistics Administrator to join our Laser Wire Solutions team, where your accuracy, organisation, and reliability will make a genuine difference.

Laser Wire Solutions designs and builds [precision laser-based systems](#) for demanding applications in medical and high value wire connections.

The Sales Order & Logistics Administrator is a coordination role with real operational importance. You will process sales orders, support freight and delivery coordination, and maintain accurate data in our MRP system. Getting things right matters here, accurate data entry is central to how the business runs, the information you manage supports everything from customer orders through to production planning and delivery.

You will be part of our purchasing and supply chain function, supporting the team day to day and providing cover where needed. It is varied, detail-oriented, and rarely the same week twice.

What you will be doing?

- Processing sales orders accurately and on time into the FM MRP system,
- Coordinating freight and delivery activity to support reliable logistics operations,
- Inputting quotations into the MRP system in line with current procedures,
- Maintaining accurate data across scheduling, purchasing, and supply chain functions,
- Providing holiday and absence cover for the purchasing team when required,
- Helping document and improve freight and delivery procedures where gaps exist,
- Working with colleagues across departments to keep orders and operations moving.

What we are looking for?

You will probably have some experience in a scheduling, logistics, or manufacturing administration role, and you take genuine pride in accuracy. You are organised, methodical, and comfortable working with systems and data. You do not need to know everything on day one, but you need to be someone who picks things up properly and does them well.

Hiring organization

Laser Wire Solutions

Employment Type

Full-time

Duration of employment

Permanent

Industry

Manufacturing

Job Location

QED Centre, Main Avenue,, CF37 5YR, United Kingdom

Working Hours

37 hours per week

Date posted

May 21, 2026

We are looking for someone reliable and careful who will contribute positively to a collaborative team.

In terms of approach, you:

- Pay close attention to detail and take data accuracy seriously,
- Organise your workload effectively and manage changing priorities,
- Communicate clearly and work well with people across the business,
- Learn new systems and processes without needing to be chased,
- Take ownership of your responsibilities and follow through.

What you will bring?

A good standard of education in Maths and English is essential. A qualification in Business Administration, Logistics, Supply Chain, or Manufacturing is an advantage, as is a full UK driving licence.

On the systems side, you will need to be comfortable with Outlook, Excel, Word, and Teams. Prior experience with an MRP or ERP system is essential.

Work environment

You will be based on-site at [LWS Headquarters](#). This is not a remote working role. The position is permanent and full-time at 37 hours per week, with flexibility where the role requires it.