



INTERNAL VACANCY

PROJECT ENGINEER – DAY SHIFT

SITE: Wincaster House

RESPONSIBLE TO: Project Manager

HOURS OF WORK: Day Shift

MAIN PURPOSE OF THE POSITION:

- To ensure the projects are delivered on time and meet QAF
- Maintain the PSW Manhattan Chart for all NPI components.
- Communicate weekly updates on Project Progress.
- Report and action any RED issues directly to the management team for efficient resolution.
- Ensure the communication to all NPI customers is presented professionally and within the required period.
- Support all APQP Meetings.
- Support all customer meetings for both design and project planning.
- Ensure all project procedures are adhered to in a timely fashion.
- Support Pre-Production builds

PRINCIPLE DUTIES / RESPONSIBILITIES:

- Ensure that feasibility studies and APQP procedures are initiated at Project nomination
- Attend weekly APQP meetings
- Complete Slide deck report and issue to team
- Support Customer meetings to ensure timings and plans communicated and maintained
- Support weekly summary to Project Managers with Project status and escalate red issues.
- Support customer reviews weekly to control and support projects
- Ensure no tooling is started without Purchase Orders and correct Engineering from Customer
- Ensure regular reviews are carried out with tooling teams and project teams to close out projects, hand over to production and all snagging issues are completed.
- Load PROIV system (Drawing Register, Bill of Materials and Engineering Routes)
- Ensure that the Project management budget is adhered to and not exceeded
- Ensure timely 'sign off' hand over to the manufacturing teams.
- Develop good working relationships with key customer Engineers ensuring that any Sales opportunities are reported to the Commercial Manager.
- Communicate regularly and effectively with the customer ensuring that key personnel associated with the project are kept fully aware of Sertec's progress and the key issues
- Ensure all build dates and customer demands are met to support build events.

JOB REQUIREMENTS:

candidate will be educated to degree level with experience of successfully delivering projects on time and to budget within Tier 1/ Tier 2 automotive supplier or OEM.

Successful applicant must have basic knowledge and an appreciation of progression, transfer and singles operation press tools and processes coupled with an appreciation of weld and assembly processes.

Ideal candidate must be flexible, have excellent communication skills, be confident in dealing with customers / suppliers at all levels, be proficient in Microsoft Office packages and hold a full UK driving licence.

Knowledge of CAD, Microsoft Project and Sertec PRO 1V system would be advantageous but not essential.

Please apply for this vacancy in writing, stating the reason you are applying and why you feel you would be suitable for this position. This letter should be addressed to: Tracey Willett, Group HR Officer via email tracey.smith@sertec.co.uk

CLOSING DATE FOR APPLICATIONS

Tuesday 19th September 2017