



# VACANCY

## Trainee Project Engineer - EV

SITE: **Wincaster House, Coleshill**

RESPONSIBLE TO: **Project Manager**

HOURS OF WORK: **Days**

### Main purpose of the position:

Sertec Corporation are a leading automotive business with a presence across the UK, Europe and China. Supplying to the very best OEM and Tier 1 customers, we pride ourselves on our responsive nature to meeting our customers' requirements.

Due to the expansion of our product portfolio to now include electric vehicle components, we have an exciting opportunity for a recent graduate to join our team as a Trainee Project Engineer within the EV Project team whose key focus is to deliver projects on time, maintaining high levels of quality.

### Principal duties and responsibilities

- To ensure the projects are delivered on time and meet QAF
- Attend and support APQP meetings
- Support weekly briefs to Program Managers with Project status and escalate red issues
- Support the preparation for Customer meetings and ensure timings and plans are communicated and maintained
- Develop good working relationships with key customer Engineers ensuring that any sales opportunities are reported to the Commercial Manager
- Support customer reviews weekly to control and support projects
- Support the team to 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.
- Develop knowledge of the PROIV system (Drawing Register, Bill of Materials and Engineering Routes)
- Ensure that the Project management budget is adhered to and not exceeded
- Support the team to meet all build dates and customer demands

### Job Requirements:

- Degree in Mechanical Engineering, Electrical Engineering or similar subject with grade 2:1 or above
- A strong interest in the electrification of automobiles
- Excellent communication and customer relation skills
- Strong IT Literacy skills
- Good attention to detail
- Ability to work as part of a team
- Organisational skills
- Ability to work under pressure and to meet tight deadlines
- Full driving licence (desirable)

Please apply for this vacancy via email with your CV and a 'detailed' covering letter stating the reason why you are applying and why you feel you would be suitable for this position.

This letter should be addressed to: Nathan Thorne at Nathan.Thorne@sertec.co.uk. Please note only electronic application will be considered

**CLOSING DATE FOR APPLICATIONS – 13.12.2020**