



VACANCY

Trainee Project Engineer - MLA

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 an increase in demand, we have an exciting opportunity for a recent graduate to join a well-established team as a Trainee Project Engineer, whose key focus is to deliver projects, maintaining a high level 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 or similar subject with grade 2:1 or above
- A strong interest in automotive manufacturing
- 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