

F2300.19

JOB DESCRIPTION

Job Title:	Engineering Administrator	
Full or part-time role:	Full time - 40 hours per week	
Company:	Supacat Ltd	
Main purpose:	To maintain accurate engineering data and conduct general administrative duties in support of engineering staff	
Issue & Date:	Issue 05	17/03/23

SC Group encompasses a group of companies within the UK and Australia who design, manufacture and distribute special purpose machines and equipment. As an employee within the Group of companies you should work as part of the team, be flexible in your approach to your work and fulfil any reasonable request to do tasks that may arise and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> Process design changes in accordance with company processes and procedures Use the EPDM system to issue and store engineering drawings Maintain accurate data and issue control of drawings and other engineering design records Keep the engineering department Quality Management System procedures and processes up-to-date Produce Master Record Indexes and Technical Data Packs for internal and external customers when required Work with the Project Engineers and other team members to provide 'right first time' output from the department Record minutes of meetings and distribute to attendees Assisting the Through Life Support (TLS) function within Engineering, you will be required to liaise with CMCA UK in the completion of NATO codification requests 	<ul style="list-style-type: none"> To know and understand the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. Your role may be subject to Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. To maintain an awareness and observation of Fire, Security and Health and safety regulations. Ensure all personal data is managed in accordance with company policy Report writing, approval and project information recording. Systems testing using data logging and other instrumentation. Create engineering drawings and amend existing designs to meet new requirements, under the guidance of engineers Give administrative support to other departments as required Undertake or provide any training that is necessary within your role

Employee	Name:	Signature:
Manager	Name:	Signature:
		Date:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> Good working knowledge of Microsoft Office Good communication skills (verbal and written) Computer literate and able to adapt to different software etc. Good information recording Able to resolve basic computer problems with minimal help 	<ul style="list-style-type: none"> Experience of drawing issue control using SolidWorks Enterprise PDM Engineering draughting experience for components and assemblies 3D CAD skills, preferably with SolidWorks, although adaptation training will be given
Behavioural competencies	<ul style="list-style-type: none"> Organised and able to prioritise Can spot errors because he/she has a meticulous eye for detail, is thorough and accuracy-focused Approachable and dependable Logical approach to record keeping Able to meet deadlines Able to work effectively under pressure Drive to achieve quality in all that he/she does Strives to help make the department run as efficiently as possible 	
Qualifications & experience	<ul style="list-style-type: none"> Proven experience of working as an administrator or in an office support role Educated to a minimum 'A' level standard or equivalent 	<ul style="list-style-type: none"> ONC/HNC in Engineering
Organisational fit	<ul style="list-style-type: none"> Able to work on an informal basis with colleagues and communicate directly Able to work as part of a team Communicates honestly, openly and positively Able to work on your own initiative and maintain your own motivation Able to work on an outcome related performance system Has a positive approach to problems 	<ul style="list-style-type: none"> Balances creative flair with a disciplined approach and good organisational skills Has the desire and ability to contribute to the company as a whole