



JOB PROFILE

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| JOB TITLE: PLANNING/PROJECT ENGINEER | DEPARTMENT: ENGINEERING | REPORTING TO: ENGINEERING MANAGER |
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MAIN PURPOSE OF JOB:

Supporting production by creating all documentation required for production staff, to include; work instructions for job packs.

MAIN RESPONSIBILITIES:

- Ensure all instructions supplied to the shop floor are in line with Company Procedures.
- Provide technical point of contact for specified customers, assist with Design For Manufacture (DFM) initiatives and support the Sales Department with the introduction of new work.
- Identify special process/tooling requirements for new jobs
- Identify and participate in continuous improvement activities in areas such as; training, work instructions, operator awareness, tooling, etc.
- Identify and implement productivity improvements and cost savings.

KEY TASKS:

- Provide work instructions for job packs, to include; build-standard information, a routing to specify the order of build, tooling requirements and special process needs. This must also include a clarification of customer change requests
- Ensure that all tooling/process/instruction issues are resolved before the start of build.
- Provide technical feedback reports to customers that identify problems and opportunities for improvement.
- RMA Routing Creation
- Liaise with Customer Account Managers on documentation queries

SPECIFIC OBJECTIVES:

- On time delivery of assembly instructions and production support to minimise down time

REPORTING/SUPERVISORY STRUCTURE:

Reports directly to the Engineering Manager/Principle Production Engineer, reports to the Senior Planning Engineer for all day to day tasks. Interacts with other members of the engineering team.

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| QUALIFICATIONS: | | | |
| <ul style="list-style-type: none"> • HNC or equivalent in an engineering discipline • Educated to a reasonable level GCSE (including English and Maths) | | | |
| KNOWLEDGE AND SKILLS: | | | |
| <ul style="list-style-type: none"> • Excellent communication skills, verbal and written • Excellent customer service skills • Excellent attention to detail • Ability to prioritise own workload • Good knowledge of Microsoft office to include: excel, word, PowerPoint, Project and outlook • Able to work effectively to deadlines • Demonstrates proactive approach | | | |
| EXPERIENCE: | | | |
| <ul style="list-style-type: none"> • Minimum 5 years experience in a similar role in a manufacturing environment • Experience in an electronics manufacturing environment / PCB Assembly processes desirable • Experience in the assembly of electronic assemblies desirable | | | |
| | LEVEL | | LEVEL |
| Manage Performance | 3 | Manage Communications | 3 |
| Manage Oneself | 4 | Manage Customer Service | 3 |
| Manage Others | 2/3 | Manage Resources | 2/3 |
| Manage Relationships | 2/3 | | |
| SPECIAL FEATURES: (any "out of norm" features of the job" | | | |
| JOB HOLDER: Signature & Date: | | MANAGER: Signature & Date: | |

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.