

# JOB DESCRIPTION

## Engineering Co-Ordinator

### Overview (About us)

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture, supply and support it!

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely.

Our products can be found gathering scientific insight in the cold and crushing depths of the deep sea, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data at the "edge" and via the cloud, and enabling next generation video solutions on board trains above and below ground.

From the first day of your employment with us, you will be part of an organisation that strives every day to make your work rewarding and cares for your safety and wellbeing.

This role will support the Engineering Team with coordinating the Design and Development Project tasks in addition to general administration duties.

### Summary Details

Job Type:	Office
Job Title:	Engineering Co-Ordinator
Location:	Crewkerne
Hours:	38 Monday – Friday
Salary Package:	£Competitive
Benefits	<p>25 days holiday plus bank holidays, increasing to 28 days with long service</p> <p>Discretionary Bonus once a year</p> <p>Salary Sacrifice Pension</p> <p>4 x Salary Death in Service payment</p> <p>Access to Westfield Healthcare scheme, including:</p> <ul style="list-style-type: none"> <li>• Corporate Healthcare Plan</li> <li>• Employee Assistance program</li> </ul>

	<ul style="list-style-type: none"> <li>• Wellbeing App</li> <li>• Discount scheme</li> </ul> <p>Cycle to Work Scheme          EV Salary Sacrifice Scheme          Enrolled in Employee Share Scheme after 12 months          Free Parking</p>
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**The type of person we are looking for (About You)**

You will have a flexible and adaptable approach to your workload. You will be curious and open minded and keen to seek out evolving and innovative ways to add value. You will be able to work effectively and inclusively with a range of people. You will be determined and resourceful and driven to deliver the best results for the business. You will be driven to ensure that tasks are completed thoroughly and within deadlines. You will be eager to learn new skills and seek development opportunities in the course of your employment.

**The Role (What you'll be doing)**

This role encompasses the following responsibilities:

- Monitoring engineering tasks and progression using Liquid Planner project management software
- Communication with team leaders to ensure workflow remains on schedule
- Assist in engineering project start up process, collating information and engaging with key stakeholders
- Participation in meetings including minute taking and task allocation
- Maintaining and updating general design and development documentation and reports
- Regular customer and supplier communication to provide necessary updates
- Logistical co-ordination of Regulatory Testing for product prototypes
- Support the Engineering Team to ensure design and development projects follow the ISO9001 approved process
- Assist in the sourcing and purchase of materials for prototype and sample jobs using the ERP
- Organise review meetings with key staff members at certain stages of each project
- Assist the Lead Production Engineer in managing sample workload and schedule
- Provide management information for reporting purposes as required
- Ensure that GDPR compliance is met at all times
- Adherence to all health, safety, environmental & quality policies and standards outlined by the company
- Any other duties as the business requires.

**Key Competencies**

- Excellent planning skills
- A high level of accuracy and attention to detail is required
- Excellent communication (verbal and written) skills
- Ability to initiate, plan and organise
- Proficient in using all Microsoft office packages
- Previous administration experience is essential

### **Useful Additional Expertise**

The following are a benefit but not a requirement:

- Liquid Planner or Project Management Software experience would be beneficial
- Previous experience working on projects or within a project team is advantageous
- Previous experience within a manufacturing environment
- Working within an engineering environment