

## Job Description

<b>Reference</b>	Vacancy 333	<b>Job Title</b>	Manufacturing Engineering Apprentice
<b>Department</b>	Engineering	<b>Hours of Work</b>	37 Hours
<b>Type of Contract</b>	Employed	<b>Contract Duration</b>	Fixed Term
<b>Reporting To:</b>	Manufacturing Engineering Manager		

### JOB PROFILE

#### Overall Purpose and Aims of the Job Role

Due to our growth, we are looking for driven, enthusiastic and committed apprentices to join our business within various departments in order to invest in skilled employees. Each apprenticeship role will involve diverse and exciting daily tasks within a challenging environment – Your work will matter and be crucial to the business function. You will not only obtain recognised and formal qualifications on completion but also the experience for a successful, life long career within the sector.

This is an excellent opportunity for a Manufacturing Engineer Apprentice to join our engineering department. The successful candidate will be working on projects for press tooling, mould tools and prototype vehicle engineering. The role is suited to an organised individual who enjoys challenges and problem solving.

#### Health & Safety Responsibilities

- To comply with the statutory provisions of the Health and Safety at Work Act 1974 and any Company policy in regards to health and safety including the wearing of PPE.
- To assist with accident investigations and to assist in putting measures in place to avoid repetitions.
- To assist with the completion of risk assessments.
- To ensure all employees have access to a safe working environment and company health and safety policy is applied including the enforcement of PPE
- To maintain a good level of housekeeping

#### Key Tasks – Roles & Responsibilities

The daily tasks of this role will include:

- Working alongside and assisting experienced Manufacturing Engineers
- General administration as required including data entry, preparation of project records, producing technical reports, resource planning and ordering.
- Working in a team to help meet project deadlines
- Liaising with different departments within the company including prototype, manufacturing and project management
- Provide technical support for production where and when required
- Ad-hoc duties as required

**PERSON SPECIFICATION**

**Technical/IT and Educational Requirements**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• 5 GCSE'S Grades A*- C (or equivalent)</li> <li>• Minimum GCSE Grade C (or equivalent) in Maths &amp; English Language</li> <li>• Computer Literate</li> <li>• Knowledge of Microsoft packages (particularly Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• An IT qualification is an advantage but not essential</li> </ul>

**Competencies**

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Must possess an interest in automotive engineering</li> <li>• Ability to use initiative to problem solve and think outside of the box</li> <li>• Motivated and committed individual</li> <li>• Excellent communication skills</li> <li>• Ability to work as part of a team</li> <li>• Good time keeping</li> <li>• Strong work ethic</li> <li>• Positive, can-do attitude</li> <li>• Ability to multi-task and prioritise work</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in an Automotive working environment e.g. work experience placement</li> </ul>

**Company Requirements**

<p><b>Processes</b></p> <ul style="list-style-type: none"> <li>• To follow Company policies</li> <li>• To ensure that confidentiality and data protection is respected and maintained at all times.</li> <li>• To ensure Company waste management and environment policies are followed.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To perform any other duty as directed by line management which is safe to complete and you have appropriate knowledge to carry out.</li> <li>• The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time.</li> </ul>
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**Other**

<ul style="list-style-type: none"> <li>• In order to be considered for this role candidates must be able to prove eligibility to work in the UK</li> <li>• CAD CAM Automotive is an equal opportunity employer</li> </ul>
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**If you are interested in applying for this role please submit a copy of your CV and cover letter to [HR@cad-cam-automotive.co.uk](mailto:HR@cad-cam-automotive.co.uk)**