

## Job Description

<b>Reference</b>	Vacancy 448	<b>Job Title</b>	Project Manager
<b>Department</b>	Project Management	<b>Reporting to:</b>	Operations Director
<b>Salary</b>	£40,000-£55,000	<b>Hours of Work</b>	37 Hours - Days
<b>Type of Contract</b>	Contract or Employed	<b>Contract Duration</b>	Ongoing or Permanent

### COMPANY INFORMATION

CAD CAM Automotive (CCA) is an established and growing Automotive Engineering company who for over 100 years have been involved in the design and development of some of the world's most iconic vehicles.

#### What can we offer you?

- Competitive salary
- 33 Days Holiday including public holidays each year
- Employer paid health cash plan (covering optical, dental plus other benefits)
- Contributory pension scheme
- Life assurance
- Corporate discounts
- Employee referral scheme
- Provided company branded workwear
- Incentives for qualified first aiders

### JOB PROFILE

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

The Project Manager is responsible for co-ordinating and controlling their allocated projects from concept to post production launch, for new/modified components and vehicles ensuring delivery to timing deadlines, cost and quality. Project Managers is also required to provide support to Programme Managers.

#### Key Tasks – Roles & Responsibilities

- Accountable fully for the running of their Projects in terms of Cost , time and quality
- Reporting against own programme performance inc forecast to complete
- Maximise any opportunities to leverage improved rate on return and /or increase value add contribution to the company
- Identify new opportunities for future / continued work
- Creating and updating programme timing plans, Bill of Materials (BOM) and associated documents
- Time management/deadlines and communicating
- Progress chasing and reporting i.e. orders, materials, resource, capacity planning
- Verbal and written communication within CCA
- Extensive verbal, written and in person supplier and customer liaison
- Excellent stake holder management principles
- Gain a thorough understanding of the programme requirements, what's been quoted and what the customer is expecting (managing expectations)
- Supporting purchasing with obtaining quotes and lead times from suppliers
- Co-ordinating deliveries (logistics)
- Attending/arrange/participate in internal and customer meetings

- Coordinating and attending internal and customer reviews
- Involvement with process development and assisting with the implementation of change management
- Point of contact for Prototype Programme Manager & Project Team
- Assisting Prototype Programme Manager as required
- Assisting Project Engineers
- Development of colleagues for succession planning
- 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>• Microsoft office skills including excel, word and projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject area i.e. Business, Project Management, Automotive, Design or engineering</li> <li>• HND/HNC in engineering</li> <li>• Prince2 qualification</li> <li>• Six sigma qualification</li> </ul>

### Competencies

<b>Essential level of competency</b>	<b>Desirable level of competency</b>
<ul style="list-style-type: none"> <li>• Project Management experience within an automotive engineering or manufacturing environment</li> <li>• Attention to detail</li> <li>• Time management</li> <li>• Ability to adapt to changing priorities</li> <li>• Good written (email) and reporting skills</li> <li>• Ability to progress chase &amp; manage deadline expectations</li> <li>• Strong communication skills with people of all levels</li> <li>• Ability to be flexible regarding working hours and location</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of JLR Procedures</li> </ul>

### Other Information

- Applicants must have the unrestricted right to work in the UK
- CAD CAM Automotive is an equal opportunity employer

**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)**

Visit our website for further details about CAD CAM and our exciting opportunities  
[www.cad-cam-automotive.co.uk](http://www.cad-cam-automotive.co.uk)