

Job Description

Reference	Vacancy 450 & 451	Job Title	Project Engineer x2
Department	Project Management	Reporting to:	Operations Director
Salary	£20,000-£35,000	Hours of Work	37 Hours - Days
Type of Contract	Contract or Employed	Contract Duration	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 role of Project Engineers is to provide support to the Project Management Department. Successful project management is key in ensuring that all programmes are managed & delivered to the customer specification, on budget & on time. The processes from Project Management create a workflow throughout the business & should provide the tools to report at any time on performance. To enable Project Management to be effective, it is essential all Project Engineers can provide technical assistance, accurate data and communicate effectively.

Key Tasks – Roles & Responsibilities

- Progress chasing components to ensure correct on time delivery to the customer.
- Reporting against performance and timing plans
- Support PSW and ISIR submission into customers
- Time management/deadlines and communicating
- Progress chasing and reporting i.e. BOM'S, orders, materials, resource, capacity planning
- Verbal and written communication within CCA, some supplier and customer liaison
- Administration duties as required
- Supporting purchasing with obtaining quotes and lead times from suppliers
- Co-ordinating deliveries (logistics)
- Arranging and support meetings to review project status
- Involvement with process development and assisting with the implementation of change management
- Point of contact for the Project Team to support with project deliverables
- Ad hoc duties as required

PERSON SPECIFICATION

Technical/IT and Educational Requirements

Essential	Desirable
<ul style="list-style-type: none"> • Automotive engineering/manufacturing interest • GCSE English & Maths (A-C) or equivalent • Microsoft excel & word (Excellent) 	<ul style="list-style-type: none"> • Microsoft Project

Competencies

Essential level of competency	Desirable level of competency
<ul style="list-style-type: none"> • Must be looking to have a career within the automotive sector • Attention to detail • Time management • Ability to adapt to changing priorities • Excellent communication skills both written and verbal • Ability to progress chase & manage deadline expectations • Good numerical and IT skills for reporting • Ability to be flexible regarding working hours and location 	<ul style="list-style-type: none"> • Work experience within an automotive/transport environment • Administration or co-ordination experience • Experience of working to JLR procedures • Understanding of 8D and problem solving • Ability to support ISIR and PSW submission

Other Information

<ul style="list-style-type: none"> • Applicants must have the unrestricted right to work in the UK • CAD CAM Automotive is an equal opportunity employer
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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

Visit our website for further details about CAD CAM and our exciting opportunities
www.cad-cam-automotive.co.uk