

**CANDIDATE SPECIFICATION**



<b>JOB TITLE</b>	Engineering / Projects Administrator
<b>REPORTING TO</b>	Engineering / Projects Coordinator
<b>DEPARTMENT/SUB DEPARTMENT</b>	Engineering / Development Engineering
<b>LOCATION</b>	Southend-on-Sea
<b>OVERALL PURPOSE</b>	
To provide general administrative support of Engineering and Project activities.	
<b>PRINCIPLE ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Printing, scanning and issue of new drawing release packages to engineering office standards,</li> <li>• Printing, scanning and issue of drawing modification packages and other technical documentation, as necessary,</li> <li>• Participation in regular modification review board meetings,</li> <li>• Travel arrangements and booking (nationally and internationally) as required</li> <li>• Transfer (submittal, download) and recording of technical / project documentation via customer portals,</li> <li>• Maintenance of department “Project Timesheets”,</li> <li>• Maintenance of department KPI reporting, including provision of files via Design Data Request (DDR) and support of the DCR tracker,</li> <li>• Maintenance of department / division stationery requirements,</li> <li>• Maintenance of department filing systems (soft and hard copies / archiving),</li> <li>• To assist in the preparation of on-going ‘Exec interior’ technical documents in support of production,</li> <li>• To assist in the preparation and formatting of technical documents,</li> <li>• General Office Administration and liaison with other departments as required,</li> <li>• Responsible for ensuring that a high standard of housekeeping is maintained,</li> <li>• To support team members with other tasks as and when necessary,</li> <li>• To help create and maintain a safe working environment and observe the published Health and Safety procedures,</li> <li>• To carry out any other tasks where reasonable and relevant, when required.</li> </ul>	

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<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
5 GCSE's (or equivalent) at grade C or above – English Language essential	✓	
3 A Level's or National Certificate Level 3 (or equivalent) at grade C or above in relevant disciplines		✓
<b>EXPERIENCE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
2-5 years' relevant experience to above listed roles		✓
Experience in technical document preparation and document processes in the aerospace industry		✓
Involvement in developing templates and processes for efficient documentation control		✓
PC literate with a working knowledge of Microsoft Office package (including Project)	✓	
Ability to demonstrate a methodical, organized and flexible approach to work	✓	
Ability to plan, organize and prioritize workload to meet deadlines	✓	
Ability to design and process a wide range of documents, in accordance with instruction and house style, paying attention to detail	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
<b>PERSONAL SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	