



Job Profile

Job Title:	Design Administrator
Department/Location:	Design Department - Bridgewater
Reports to:	Design Manager
Staff Responsibilities: None	
Hours of work:	37.5 hours per week

Summary of Position:

To assist the Design Manager and Design Team with day to day administrative tasks to maximize the efficiency of the Design Department whilst ensuring the work carried out meets with the Company's quality standards

Support the design project teams with contacting suppliers for information, Creating part numbers on the company's sage system so that items can be ordered by the purchasing team.

Compiling information from various sources to make sure the design information leaving the department is correct. For example – Supplier information on Bill of Materials,

Collecting the relevant sections of information generated by the design team and collating into single documents ready for printing and issuing to customers for example user manuals issued with the machines designed by the department

Working with the design team to produce packs of information to be issues to the manufacturing team.

Primary Responsibilities

1	To attend all design reviews and complete the technical specification documents with the notes from the meetings
2	To compile and send monthly reports on the various machine and design projects and machine builds to the company's management team
3	To add and amend information on the company's Sage system to make sure that the latest design information is the same across all company systems.
4	Day to day support for the Design Manager, Project Engineers and Design Department as a whole - On receipt of request for new part numbers, add to Sage in agreed format.
5	Responsible for support within the design department offering support to project leaders and design engineers on BOM Generation, BOM enquiries (Bill of Materials) Working with Project Engineers ensure that BOM's are up to date and accurate

6	Working with Design Manager ensure that Solid Works vault is incorporated into sage and fully maintained ensuring latest BOMS are available to support aftersales.
7	Working with the project engineers ensuring that manuals for machines are printed out and sent to sub-contractor for all machine builds. Manual must be sent with the machine unless otherwise. Print out manuals for machines being shipped.
8	Ensure that any reported sub-contract issues with drawings / BOM are recorded and logged using the OFI System. Update BOM as required via the OFI system.
9	Liaise with Sub-Contractors on machine builds
10	Be comfortable discussing technical information with Engineers and suppliers- Specific knowledge will be gained during the role.
11	Help arrange the design teams travel as required when members of the team need to attend site
12	Use the EPDM vault system to compile drawing packs to be issued to the subcontractors this includes maintaining the data cards within the CAD system – training provided.
13	Upload relevant data onto the company's wiki page as and when required
14	Actively engage in + support Continuous Improvement activities throughout the business.
15	Engagement with peers across the Vapormatt group to share best practice
16	Participate in meetings, conferences, and project team activities as required
17	As a member of a small company, staff flexibility and the need to carry out jobs outside this fixed job description are paramount.
18	Adhere to procedures relating to the proper use and care of equipment and materials
19	Collecting the design team's time sheets on a weekly basis and saving to a single location ready for the design manager to sign off.
20	Undertake ad hoc projects as requested by the Design Manager.

Note: This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

Personal Specification

	Essential	Desirable
Qualifications & Training	GCSE Math & English	Business Administration Qualification
Experience	Good Knowledge of Sage 200 Knowledge of Bill of Materials (BOM's) Ability to read drawings IT skills with a good knowledge of Microsoft Excel and Word	Understanding of automated wet blast machines
Qualities and Attitude	Contentious Can do attitude Solution focused Flexibility	

Competencies

Good eye for detail	Flexibility and a desire to help other across the business as necessary
Ability to work to deadlines	
Good communication	
Well organised with good time management	

Prepared by

Name:	Dom Wilcock	Date:	21 June 2019
Title and/or Department:	Design Manager – Design Department		