

Job Description: Temporary Technical Administrator 12mth FTC



Department:

Job role overview: An exciting opportunity has arisen within our Central Support Team for a Technical Administrator at Triumph Designs.

The successful candidate will play a key role in supporting our Engineering teams within a busy and fast-paced Design department. The primary focus of the role will be to assist with the checking and release of technical drawings, ensuring accuracy, compliance with departmental procedures, and adherence to best practice standards.

In addition to supporting drawing release activities, you will provide a range of administrative support to the Engineering teams, helping to ensure the smooth and efficient operation of the department.

To be successful in this role, you will be highly organised, detail-oriented, and able to manage competing priorities effectively. Previous experience in an administrative role would be beneficial, as would familiarity with data management systems; however, full training will be provided.

You will possess excellent communication skills, be comfortable working both independently and as part of a team, and demonstrate a proactive approach to problem-solving.

We are looking for someone who enjoys a challenge, has a positive, can-do attitude, and is eager to learn and develop. If this sounds like you, we would love to hear from you.

Report to: Technical Administrator Lead

Location: Factory 2, Hinckley

Duties and Responsibilities:

- Drawing release administration, including:
 - Create, process and issue drawing release change notices.
 - Review and check engineering drawings for accuracy, completeness and compliance with current engineering standard best practices & departmental procedures.
 - Verification of systems data.
- Act as the primary point of contact for engineers requiring support with design systems, processes, procedures and any documentation queries, providing timely guidance and resolution.
- Supporting with continuous improvement of departmental processes to help implement more efficient ways of working.
- Produce & amend simple engineering drawings & supporting documentation on behalf of engineers, ensuring accuracy and within agreed timescales.
- Provide some administrative support to Design teams, including budget monitoring.
- Working collaboratively across multiple Design teams, balancing priorities and providing flexible support to meeting business requirements.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

Skills and knowledge:

- Excellent attention to detail and focused on accuracy and quality in all aspects of work.
- Strong analytical and problem-solving skills with the ability to identify opportunities for improvement.
- Self-motivated, proactive and resilient with the ability to manage priorities and work effectively under pressure.
- Ability to effectively communicate with a variety of design teams and wider business areas.
- Strong organisational and time management skills.
- Effective interpersonal and relationship building skills enabling collaboration.
- Ability to quickly learn new systems and processes, working with minimum supervision.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of working within an automotive /manufacturing environment.
Personality and Motivation	Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills	
Appearance and Characteristics Circumstances	Well presented.	
	Available on a temporary basis.	