

Job Description: Bill Of Materials Coordinator



Department: Design

Job role overview: We are looking for a highly organised, personable and resilient individual to join our motorcycle design department as a Bill Of Materials Coordinator.

This role ensures Triumph's complex Bill Of Materials (BOMs) are aligned to the design teams specifications. This plays a key part in ensuring new motorcycle projects are built to budget, on time, accurately and efficiently.

Working within Design, your core role will focus on supporting the Design Project teams by coordinating, creating and updating Engineering Bill Of Materials (EBOMs) and Prototype Bill of Materials (PRBOMs). The data you produce will drive Purchasing and Production functions so attention to detail is crucial. You will need to apply strong, detailed analytical and checking skills. Adherence to procedures and best practices are paramount, and you will need to be highly organised with the ability to prioritise your workload effectively.

Report to: Technical Administrator Lead

Location: Hinckley, Leicestershire

Duties and Responsibilities:

- Coordinate the creation of and updating of Engineering Bill of Materials (EBOMs and Prototype Bill of Materials (PRBOMs)
- Arrange and coordinate with project teams to ensure deadlines are met
- Audit BOMs via comparisons, noting any discrepancies and communicating as appropriate
- Coordinate and support monthly BOM validation for Purchasing
- Work closely with key stakeholders including Design, Purchasing and Product Structure to ensure the BOMs are constantly maintained and remain aligned
- Develop and maintain BOM related knowledge/capability in line with systems and processes
- Champion the drive to optimise the processes and surrounding BOM creations and maintenance
- Regular reporting to management
- 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
- Strong analytical, process-orientated, evaluative, and problem solving abilities
- Self-motivated and resilient
- Ability to effectively communicate with a variety of design teams and wider business areas
- Excellent organisation and time management skills
- Excellent, effective interpersonal and relationship building skills with the ability to adapt approach accordingly
- Ability to quickly learn new systems and processes
- Ability to work with minimum supervision
- Ability to manage and facilitate multiple projects effectively

Person Specification: Bill Of Materials Coordinator



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Good troubleshooting and problem-solving skills.</p>	<p>A working knowledge of PTC Windchill/PDMLink or other Product Lifecycles Management (PLM) system.</p> <p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Good, general understanding of motorcycle components and where they are located on a motorcycle.</p>
Personality and Motivation	<p>Ability to work with minimum supervision.</p> <p>Ability to work with a variety of design teams and wider business areas.</p> <p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Excellent communication skills, clear and concise written and verbal skills</p> <p>Co-operative attitude.</p>	
Appearance and Characteristics	Well presented.	
Circumstances	Able to be flexible on working hours.	