

# Job Description: Technical Administrator (12 Months FTC) (DE338)



**Department:** Design

## **Job role overview:**

A vacancy has arisen in our Administration team for a Technical Administrator at Triumph Designs. The successful candidate will be responsible for assisting engineering teams to check and release technical drawings within a very busy Design department.

Your core role will focus on supporting Engineers with design drawing releases, where you will need to apply strong, detailed analytical and checking skills whilst ensuring compliance with departmental procedures and best practices. Additionally, you will also support the engineering teams with a variety of other administrative tasks.

To succeed in this role, you will be highly organised with a keen eye for detail and the ability to prioritise your work effectively. Experience of working within an administration team would be an advantage along with previous experience of using data management systems, however, training will be given. You will need to have strong communication skills and the ability to work using your own initiative.

We are looking for someone who thrives on challenge and is keen to learn with a can do attitude, if you are that person then please apply.

**Report to:** Technical Administrator Lead

**Location:** Factory 2, Hinckley

## **Duties and Responsibilities:**

- Drawing release administration, including:
  - Creating of drawing release change notices
  - Checking of engineering drawings ensuring compliance to current procedures and best practices
  - Verification of systems data
- Being the first port of call to assist Engineers with any system or process related query
- Raising of and/or updating any relevant departmental procedures
- Produce simple drawings on behalf of engineers
- Team administration such budget monitoring
- Being flexible to work with multiple Design teams
- 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-oriented and evaluative 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.

**Person Specification: Technical Administrator  
(12 Months FTC) (DE338)**



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