

## JOB DESCRIPTION

<b>Job Title</b>	Engineering Administrator	<b>Department</b>	Engineering
<b>Responsible to</b>	Engineering	<b>Responsible for</b>	

### Main purpose of job

To ensure that Engineering data is stored, managed, and shared in a manner that enables Flann to transact our business efficiently and effectively.

To make changes to designs and drawings in line with Engineering change requests.

To be an active member of the Engineering Team.

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### Main duties

- Exercise a duty of care to themselves and the Team in terms of Health, Safety, and wellbeing.
- To make changes to designs and drawings in response to Engineering Change Requests.
- To transact customer data, drawings, and intellectual property into Flann's database systems.
- To collate and associate technical data with Works Order packages and with Purchase Orders.
- To provide technical data to the Sales team.
- To provide administrative and project support to the Engineering Team.

### Person Specification

- Educated to ONC/HNC (or equivalent) in Engineering or related field.
- Excellent communication and organisational skills.
- Good computer literacy, familiarity.
  - Especially Microsoft Office products and
  - 3D Autodesk / AutoCAD or similar 3D design packages.
  - Proven capability at learning new software.
- Strong interpersonal skills both with staff and senior managers.
- Ability to use initiative, be proactive and work efficiently as part of a team.
- Able to work under pressure and to deadlines.
- Flexible, courteous, friendly, and positive approach.
- Discretion, confidentiality, and professionalism at all times.
- Eligible to work in UK.



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