

Version: 2
Issue Date: MAR25

INFLITE ENGINEERING SERVICES



Job Title: Engineering & Library/Archives Administrator	Abbreviation:
Reports to: Engineering Manager	Division/Department: Planning & Engineering
Deputised by:	Location: Woodside
JOB PURPOSE	
Primarily the role is an administrative and support role within the Engineering Team	
MAIN RESPONSIBILITIES AND DUTIES	
<ul style="list-style-type: none">• Create Jobs within Kinetic (The Engineering/Planning would have been completed at this stage) either from Customer Purchase Order/I.E.S Internal Sales Orders or Kinetic MRP Generated Job Suggestions.• Download the Job Traveler(s) and print them out.• Collate all the required Technical Information (Drawings/B.O.M's, Customer Condition of Supplies, Customer Process Sheets etc.) and Print it for the Job Pack.• Collate and put together the Job Pack from all the above that is supplied to Production for manufacture.• Supply drawings and other design data to engineering/production/quality when requested.• Supply customer specifications to engineering/production/quality when requested.• Assist in the archiving with collating and scanning job packs onto the system.• Provide assistance and support to the Engineering Team as and when required.• Perform any other duties within your capabilities as directed by the Company	
QUALIFICATIONS & PREREQUISITES	
<ul style="list-style-type: none">• Proficient in Microsoft Word & Excel.• Organised and able to manage workload.• Able to work as part of a team.• Good communication skills.• Willing to learn and progress within their role	
I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	Date:
Manager Name:	
Manager Signature:	Date