



JUNIOR-TRAINEE MANUFACTURING ENGINEER

Reports to: Engineering Manager	Abbreviation:
Division/Department: Planning and Engineering	Deputised by:
Location: Woodside	Version/Date: v2APR26

JOB PURPOSE

Primarily the role is the Creation of Manufacturing Planning Instructions of all military and commercial aircraft work from customer supplied detailed drawings and bills of material into sheet metal and machined detail piece parts, sub-assemblies, and top-level assemblies, including the co-ordination and sourcing of any tooling requirements and outside operational processes as and when appropriate. To determine and develop the most suitable and economically viable engineering methods for projects. Ensure progress to plan by working closely with site managers, and other engineers at all stages, co-ordinating the materials, in line with customer requirements.

MAIN RESPONSIBILITIES AND DUTIES

- Carry out contract review of all new and repeat orders
- Understand and translate customer drawings, specifications, quality and regulatory standards into an Engineering Method of Manufacture.
- Ensuring all paperwork and documentation is logged according to company QMS
- Create bills of materials and routings for details and assemblies
- Engineering/Planning and setting out of manufacturing operations
- Enter Set & Run Times into the Kinetic MRP/ERP system Engineering where they are known from 'Historical' MTMS Data, CNC Machining CAD Programming Set up Sheets, Estimated Set & Run Times from the Estimating/Commercial Team and/or the 'Standard' Set & Run Times provided.
- Create Jobs within the Kinetic MRP/ERP system either from Customer Purchase Order/I.E.S Internal Sales Orders or Kinetic MRP/ERP Generated Job Suggestions.
- Download the Job Traveller(s) from Kinetic MRP/ERP system 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.
- Raising requisitions for material and AGS procurement
- Liaise with customers & shop floor regarding engineering issues
- Provide assistance and support to the Engineering Manager when required
- Deciding on the most appropriate engineering techniques and sequences of activities for each Manufacturing Project Stage.
- Ensure that any planning sheets are amended once issues are identified.
- Work closely with supervisors and operators to achieve the best manufacturing method.
- Liaise with Customer Manufacturing Engineers/Design Engineers to resolve technical and manufacturing issue's as and when they arise.

- Assist with the close out NCR's/RCCA's as and when required.
- Provide assistance and support with Engineering issues that may arise during production.
- Performing of any other duties within your capabilities as directed by the Company

QUALIFICATIONS PREREQUISITES

- Degree qualified in relevant engineering discipline (Preferred but not essential).
- Previous experience in a manufacturing environment, preferably aviation.
- Strong communication skills
- Results focused
- Catia V5 knowledge would be an advantage
- Proficient in Microsoft Word, Excel & Power-Point.
- Organised and able to manage workload.
- Able to work as part of a team.
- Willing to learn and progress within their role.
- Previous experience of MRP/ERP Software would be an advantage.

EMPLOYEE DECLARATION

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