

ENGINEERING DRAFTS PERSON

Due to continued success, Amarith Ltd is seeking to recruit a dynamic Engineering Drafts Person to join its team on a full time basis.

This office based role will see the successful candidate responsible for creating and updating component drawings using SolidWorks, generating general arrangement and sectional arrangement drawings for customers and being responsible for processing order amendments and edits through the engineering department to support timely procurement of components and delivery of products.

The successful candidate will ideally have experience in using SolidWorks together with creating drawings. They will actively contribute to processing customer orders within the engineering department and will possess good communication skills, both verbally and in writing. Additionally, they will be responsible for creating and updating bills of material (BOM's) and capable of handling more than one task at a time.

The following qualities and attributes are also important for success in this role:

1. Attention to detail.
2. Drive, persistence and determination.
3. Initiative and pro-activity.
4. Contribution through the provision of creative solutions.
5. Conscientiousness.
6. The desire and ability to learn.
7. Superior inter-personal skills
8. Confidence with colleagues, customers and suppliers.

The successful candidate will, ideally, have some previous experience of working within an engineering design department or company, although this is not essential. Of high importance will be the desire and ability to learn and contribute to the wider company success.

For further information about the position, please refer to the documents attached.

The Job Overview outlines the main duties and responsibilities for this position and details the skills, knowledge and experience required to be fully competent in this role. However, we do not expect candidates to demonstrate all of these attributes on application, as on the job training will be provided. Please refer to the Person Specification, which identifies the essential and desirable requirements for this post.

If you would like to apply for this position, please download and complete the an application form and equal opportunities monitoring form (which will be detached from your main application form and be used for monitoring purposes only). Both forms are available from www.amarith.com/downloads/job-vacancies. Completed forms should be returned to David Woollard, Head of HR, Amarith Ltd, Bentwaters Parks, Rendlesham, Suffolk, IP12 2TW

▼ Job Profile

Details

Title Engineering Drafts Person

Responsible to Engineering Operations Manager

Job Purpose Using Solid Works to create and update component drawing numbers and associated technical documentation.
Producing bills of material for individual customer orders and detailing all component elements to ensure timely completion of orders.
Contributing to the effective completion of key process areas within the engineering department to help meet customer expectations.

Main Duties & Responsibilities

1. Generation of component drawings using SolidWorks.
2. Creating part numbers and spares order bills on material (BOM's).
3. Generating sectional arrangement drawings.
4. Generating general arrangement drawings.
5. Handling specific 'stock order' processing and fulfilment.
6. Amending and editing basic changes to engineering part models.
7. Providing contractual and manufacturing drawings in accordance with company and client specifications.
8. Communicating effectively with both "customers" and suppliers, verbally, in writing both internal and external.
9. To be responsible for own health and safety and personal development, keeping up to date with relevant issues in relation to job role.
10. Producing bills of material (BOM's), detailing all components required to complete specific orders and ensuring all material and quality aspects conform to the customer's specification.

Scope and Range of the Job

- Directly Supervising n/a
- Budget Responsibilities n/a
- Other Responsibilities n/a

Person specification

▼ Person Specification		
Details		
Job title	Engineering Drafts Person	
Salary	£18-£22k	
Responsible to	Engineering Operations Manager	
Hours of work	37.5 hours a week	
▼ Requirement categories		
	Essential requirements	Desirable requirement
Qualifications	2 x A levels ideally in mathematical or science subjects or an Engineering Qualification, HND or national equivalent.	Degree or equivalent in an engineering-related subject.
Experience	3D CAD, ideally SolidWorks. Technical engineering drawings.	Awareness of rotational equipment engineering.
Skills	MS Word and Excel for calculations. Good communication, both verbal and written.	IT – Lotus Notes
Knowledge	Engineering drafting principles. Creating parts lists/Bills of material.	
Behaviours	To take ownership of tasks/projects and see them through to a successful conclusion. Problem solving, drive, pro-activity and persistence. Being a team-player. Flexibility and being able to deal with a number of tasks or projects at the same time. Self-motivated. Conscientious, methodical, able to prioritise, attention to detail, planned organised and able to consistently deliver on-time. Desire and ability to learn & develop. Ability to work with minimum supervision and to demonstrate initiative. Inter-personal skills, e.g. with customers, suppliers and colleagues.	
Circumstances	Available to take up position with the Company, if offered the role, within 3 months of the offer of employment being made.	Available immediately. Willingness to re-locate to a reasonable distance from Company HQ at Rendlesham, if necessary.

NB

Whilst the above qualifications, experience and skills are essential for a fully competent candidate, Amarith Ltd is committed to the continuous development of all its employees. As part of its induction programme the company will compile a comprehensive personal development plan (PDP) for all new employees. The company requires new employees to engage constructively and effectively with their PDP in order to demonstrate a significant level of progress in their first year of employment, and for it to be continued for the duration of their employment with the company.