**Job Description**

**Position**

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| Position Title: | Planning Engineer |
| Location: | Trilogy 3, Segensworth  |
|  | United Kingdom  |
| Department: | Supply Chain |

**Position Specifics**

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| Position Reports To: | Supply Chain Manager |
| Position Type: | Permanent |
| Relocation Available: | No |
| Job Objective: | To produce production job packs for composite component and tooling manufacture including manufacturing instructions, BOM’s, customer drawings, etc. |
| Accountabilities: | Main duties:* To produce/amend planning sheets for the manufacture of composite components and tooling to meet customer requirements.
* Modify planning sheets in light of experience, drawing or process changes.
* Ensure planning sheet operations include target working times, equipment requirements and resource skill levels.
* Interrogate customer CAD data.
* Negotiate and order materials using BOM provided ensuring lead times are acceptable to meet customer requirements.
* Produce Job Packs to include all relevant information.
* Present completed Job Packs to production to ensure full understanding.
* Liaise with other departments to ensure all relevant information has been captured in Job Packs.
* Determine the most appropriate methods, tooling and processes for manufacture.
* Liaise with customers and sub contractors on technical queries.
* Produce and send RFQ’s to possible suppliers ensuring all relevant information is included.
* Liaise with production to resolve technical problems and ensure new products and product changes are appropriate planned and documented.

**Result Areas:** * To be seen and utilized as a key contributor to the Supply Chain Department.
* Continuous improvement of production processes.
* Managing customer projects from “virtual to actual”.

**Key Competencies Required:** * Understanding of a wide range of composite manufacturing processes and their capabilities including pre-preg, wet lay-up and resin infusion.
* Good knowledge of Composite materials and their properties.
* Good interpersonal skills internally as well as customer/supplier facing.
* Able to interpret and manipulate both 2D and 3D CAD would be advantageous.
* Ability to learn about and develop new composite technologies, materials and processes.
* Understanding of customer requirements through compliance with purchase order, drawing and design specifications.
* Able to work under own initiative.
* Flexible, courteous, friendly and positive approach.
* Discretion, confidentiality and professionalism at all times.
* A good working knowledge of Microsoft Office (Word and Excel)
* Ability to read and interpret engineering drawings.
* Ability to plan jobs in a clear and concise manner.
* Ability to liaise with customers and suppliers both verbally and by email in a professional manner.

**Trust and Teamwork** * Presents information and ideas in an articulate and organized manner (verbal & written)
* Seeks feedback and acts to improve personal and professional performance
* Analyzes information and contributes ideas to the decision-making process
* Exhibits skills in participative and collaborative decision-making process
* Able to work within ITAR stipulated confidentiality requirements.

**Personal Leadership** * Evaluates and plans the use of resources to obtain efficiencies wherever possible
* Accepts responsibility for personal actions
* Acts in a manner consistent with CCT’s core values
* Displays a positive attitude and willingness to make the necessary effort to accomplish goals
* Demonstrates accountability for self and associate personal
* Recognise and consider cultural differences

**Achieve Business Results** * Accomplishes assignments and contributes to improving work flow
* Plans, organizes and completes goals and assignments
* Accomplishes expectations and delivers goals and work timely and efficiently

**Additional Competencies** * Flexibility;
* Results orientated and process driven
* Proactive in his/her approach.

**Organisational Relationships:** Internal External- Commercial - Customers- Supply Chain - Suppliers- Designers - Sub-contractors- Management |
| Employees supervised directly: | none |
| Education/Qualifications: | * Composite Materials Engineering degree
* Detailed knowledge of Composite manufacturing processes and composite design parameters
* CATIA V (Fibresym add-on), Powershape, Solidworks
* Methodical, systematic and process orientated
* Good communication skills
* Excellent Interpersonal skills
* “Quality” mind-set
* Hands on, “can do” mentality
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| Special Physical or Mental Requirements: | No  |