**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 |
| Special Physical or Mental Requirements: | No |