



Engineering Coordinator

Farnham, UK

Protean Electric is an automotive technology firm. Our mission is to drive sustainable transport through innovation, and we are looking for the best people to join us and help stay ahead of the competition.

Working with us is your opportunity to become an expert in your field and to join us in setting world-class standards in design and production quality. Diversity and inclusion are fundamental to our approach. We know that teams who share one vision whilst drawing from a range of diverse backgrounds and experiences are the most innovative.

Working here means enjoying a fast paced, dynamic and collaborative environment. Our challenges require innovative solutions and provide a unique opportunity to shine and grow with the company.

We value and measure ourselves against these “Best Self” behaviours:

- Pioneering
- Driven
- Tenacious
- Collaborative
- High Integrity
- Responsible

If you decide to apply for the role, please email your CV, cover letter and salary expectations to: ukjobs@proteanelectric.com. It is important that you **quote the full Job Title in the subject line.**

Thanks for taking an interest in joining us and please see the specific details below:

The Role

We are seeking the right individual to join our Customer Applications Engineering team as an Engineering Coordinator.

Main Duties & Responsibilities

The Engineering Coordinator will focus predominantly on ordering, logistics and project management tasks for engineering projects. The Project Coordinator will support internal stakeholders to achieve project realisation through controlling and commercial activities, from point of customer order receipt through to delivery from manufacturing.

The key focus will be on part delivery from internal manufacturing, management of outsource development and manufacturing, and internal reporting of status and progress.

The role is primarily based at Protean's offices in Farnham, England.

Key Responsibilities

Key responsibilities for the role include, although are not limited to, the following:

- Ownership of internal manufacturing status.
- Liaison between internal teams and suppliers.
- Management of key suppliers of engineering deliveries.
- Generation of presentation materials and some technical documentation.

Relevant Skills	Relevant Knowledge & Experience
<ul style="list-style-type: none">• Excellent organisational and task management skills.• Experienced in problem solving and resourcefulness.• Fluent in English with strong communication skills, with ability to present to senior management when required• Ability to work independently, with guidance only in complex situations• Driven with the commitment to see activities through to completion	<ul style="list-style-type: none">• Degree, or experience, in engineering or science, or project management• Experience in a manufacturing or engineering organisation• Proven experience of project planning, or supplier management• Proficient with common software products (eg. MS Office, Project, Visio etc.)• Experience or knowledge of automotive mechanical systems would be beneficial• Experience applying project formal management methods would be beneficial

