



## DRIVING THE FUTURE OF ELECTRIC VEHICLES

We are the world leader of in-wheel motors for passenger cars, light commercial vehicles and future transport solutions.

Protean Electric is an automotive technology firm with over 100 talented people globally. Our mission is to drive sustainable transport through innovation, and we are the imagination behind vehicles that travel further, perform better and use fewer components.

We believe that freedom of ideas, integrity of response, desire to improve, and collaborative thinking drive innovation. Joining Protean means working with talented experts across the organisation who value your ideas, empower you to make a difference, and encourage you to challenge yourself and others.

## Drawing Office Manager

Farnham, UK

### The Role

We are seeking the right individual to join our Mechanical Design team.

### Main Duties & Responsibilities

The successful applicant will manage and administer the creation, change and release of manufacturing drawings and associated tools, software and processes in order to improve the effectiveness and quality of drawing packs and engineering documentation.

The role plays a key part in the growth strategy of the Mechanical Design department. It will see the successful applicant implement continuous improvement measures to streamline our design/drawing software, systems and processes.

### Reporting, Location & Travel

This role reports to the Mechanical Design Manager and has no direct reports initially. This may change as the company grows and we require draughtsmen to meet project requirements. The role is based in Farnham, Surrey with occasional national and international travel, primarily to China/Europe.

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### Key Responsibilities

Responsibilities include, although are not limited to the following:

- Manage the drawing release process from concept through to ERP/MRP, ensuring that all Company BMS processes are followed
- Supervise departmental workload to ensure that deadlines on all projects are met by working alongside the Mechanical Design Manager to prioritise work
- Check work when required to ensure that drawings and engineering documents meet the company standards
- Organise Design Reviews when required and ensure that meeting minutes are recorded accurately and issued
- Attend DFM/DFA meetings when required and liaise with Production Engineering to implement change to drawings
- Produce layouts, manufacturing drawings and BOMs (both for configuration control and purchasing in ERP) and issue drawings to the Company document management system
- Administer and maintain the company's Solidworks PDM system, making improvements as necessary to improve quality and reliability of drawings
- Administer and maintain the company's Engineering Change Management Process, seeing all changes through from request to approval
- Carry out other tasks as maybe reasonably requested by the Mechanical Design Manager that are within the role holder's ability

### Relevant Skills & Behaviours

We value and measure ourselves against the following 'Best-Self' Behaviours:

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

Successful candidates should be able to demonstrate the following relevant skills and behaviours:

- Able to work on own initiative within set guidelines
- Team player who works well under pressure
- Good listener and willing to challenge views and opinions

### Relevant Knowledge & Experience

Candidates should assess their suitability against the following essential and/or desirable relevant knowledge and experience:

#### Essential:

- HNC Mechanical Engineering
- GCSE grade A-C Maths and English
- Experience using SolidWorks CAD and PDM software packages
- Deep knowledge of current drawing practice and standards (particularly BS8888 and ISO128)
- Previous role as a drawing office manager/supervisor/administrator

#### Desirable:

- Degree qualified in an Engineering discipline
- Rotating equipment knowledge
- Electrical motor design knowledge and working with electro-mechanical drawings
- Leadership of a team of draughtsmen
- Experience with Syspro ERP would be a distinct advantage



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## Employee Benefits

In return for a rewarding and fulfilling career, all Employees can look forward to receiving a competitive salary, plus a number of additional employee benefits:

- **Core hours:** we offer a flexible approach to working hours, with core hours available to all Employees, requiring them to be in the office between 10:00 and 16:00 each day, from Monday to Friday. This provides Employees with the flexibility to start work, and finish work at a time that is convenient to them providing a little more freedom to take into account the journey to work and family commitments.
- **Discretionary Bonus:** Employees are eligible to receive a discretionary bonus of up to 15% of annual salary; this is paid annually and is subject to meeting set agreed targets.
- **Life Assurance:** Employees are automatically enrolled into the company's Life Assurance scheme; this provides the sum of four times annual basic salary in the event of death during employment.
- **Pension Scheme:** Employees are automatically enrolled into the Company's Group Personal Pension Scheme, with the company matching contributions from a minimum of 5% up to a maximum of 7%.
- **Private Healthcare:** subject to completion of probation, Employees, their partners and dependents, are able to join the company's private healthcare scheme with BUPA, in addition to an accompanying cash plan with BHSF.
- **Learning & Development:** Employees are encouraged to continue their career development with a variety of training courses and development opportunities available to them, including the offer of learning Mandarin.
- **Relocation:** we are able to offer a relocation package to assist Employees and their families when relocating to within a designated distance/duration from the company's offices.

Full details of the Employee Benefits are available upon request, or will be made available on provision of an offer of employment.

Should you wish to apply for this role, please e-mail your CV, covering letter and salary expectations to: [ukjobs@proteanelectric.com](mailto:ukjobs@proteanelectric.com) – please be sure to **quote the full Job Title in the subject line** and read our Privacy Notice.

Thank you for your interest, we wish you every success with your application.

