



Design Co-ordinator

Founded in 1970, Collis Engineering Ltd is a specialist structural and mechanical engineering company and is an industry leader in the design and supply of railway signaling structures, location platforms and signaling points components.

Our in-house design department offer a specialist service in the design of signalling and other lineside structures and their associated foundations.

We have an exciting opportunity for an enthusiastic Design Co-ordinator to join our busy design team. The ideal candidate will have excellent organisational and prioritising skills with the ability to interpret and report data. This role requires excellent communication skills with the ability to interact at all levels across the business.

Main Duties

- Creation and processing of technical reports and associated documents.
- Creation of Network Rail Forms 001 002 & 003 for design submissions and product approval.
- Printing and issuing of project specific and generic product drawings to various departments and to maintain records within the Contract Registers.
- Tracking the project deliverables i.e. design concepts, proposals, schemes and full submissions as determined by Contract Reviews and the Progress Log. Liaising with internal design team to ensure weekly deadlines are met.
- Manage Design office workflow through Microsoft teams to ensure that project design deliverable dates are achieved.
- Provide longer term workflow forecast through the use of the design order book to help manage individual work capacity for design engineers and draughts person, liaise with commercial, manufacturing and civils department to acquire the necessary information to achieve this.
- Input where necessary into commercial functions and spreadsheets, this requirement will change and develop in line with any new commercial requirements.
- Be the point of contact within the design office for larger projects in order to improve communication and flow of information both internally and externally.
- Liaise with Client team(s) where required to obtain the necessary design information in order to ensure the smooth running of projects. This may include, but is not limited to, gathering topographical/site information, obtaining signal sighting forms or communicating delivery schedules.
- Issuing design information internally and externally as and when required to aid the smooth running of projects.
- Electronically file and issue email memo's to staff in relation to any Standards change or update issued by the Assurance department to ensure the standards listed in the Design Submissions are relevant, up to date and in accordance with the Standards freeze date.
- Be responsible for the review and co-ordination of design information for the design team which may include liaison with the clients, design teams and or representatives.

- Deal with any client's queries where required or redirect them to the appropriate person in the design office.
- Review fabrication drawings prior to submission into the manufacturing department and provide any feedback/comments to the design team in relation to changes that may assist in the efficient production of structures and projects.
- Communicate effectively, relay information clearly and concisely to both internally and externally.
- Manage the Generic Product register and issue record.
- Make sure that project document registers are up to date with current information received and any subsequent design submissions.
- Manage the Engineering Change Note system.
- Work towards a paperless system.

Required Experience

- Working knowledge of Microsoft Word
- Working knowledge of Microsoft Excel
- Working knowledge of Microsoft teams / share point
- Awareness of ISO 9001 (would be beneficial)
- Able to read and interpret technical drawings and documents.
- Basic knowledge of AutoCAD (preferred)

Expected Qualifications (minimum requirement)

- NVQ 3 or equivalent
- 5 GCSE including maths and English Language

Benefits

- Company Pension Scheme
- Life Assurance plan of 3 x your annual salary
- Subsidised Healthcare provision from Westfield Health
- Benefit hub offering discounts across many well-known online and high street retailers
- Training to help your career development
- On-site Parking
- Subsidised Canteen

Hours

Full Time Permanent
 Mon to Thurs: 08.20 to 17.00
 Fri: 08.20 to 15.00

Salary

£ 23,000 - £25,000 per year

If you are interested in applying for this position, please send your CV and covering letter to

sam.beresford@collis.uk



We are an equal opportunity employer and value diversity in our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.