



Job Description: Manufacturing Project Engineer

Job Title: Manufacturing Project Engineer

Reporting Structure:

The post holder is a member of the Sales Division and shall report directly to the Sales and Marketing Director. In addition to close communication with all members of the Sales and Commercial departments, the position shall involve close communication with the Collis Engineering Design Team, Manufacturing team along with our clients and customers.

Purpose of Role:

We have an exciting role for an experienced Project Engineer to join our busy Sales and Commercial office. Due to a recent increase in manufacturing projects, we are looking for someone to join our team and act as the primary client liaison for larger design and manufacturing projects. The ideal candidate will be responsible for monitoring internal progress and disseminating the relevant information to the customer.

Key Duties:

- To be a single point of contact for all projects under their control from start date to final completion.
- The control and monitoring of the planned works to maximise the effectiveness and the efficiency of the projects.
- Monitor any changes to the project delivery scope and advise the commercial department of the required cost adjustments.
- The attending of all relevant project meetings both in person and online.
- Provide internal project updates to senior management.
- Answer client's technical and commercial queries where necessary or redirect them to the appropriate personnel.
- To ensure all target dates are achieved and/or revised negotiated dates are agreed with the clients and communicated to all relevant parties.

General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well-being and reputation.



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- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.

This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Experience & Skills

- Excellent Communication & Organisational Skills [Required].
- Ability to read and interpret technical drawings and documents [Required].
- Experience in a high pressure, rapidly changing manufacturing environment [Preferred].
- Working Knowledge of the Railway industry [preferred].

Hours

Full Time Permanent

Mon to Thurs: 08.20 to 17.00

Fri: 08.20 to 15.00

Salary

Competitive Salary

Collis Engineering Ltd 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

If you are interested in applying for this position, please send your CV and covering letter to sam.beresford@collis.co.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.