

Manufacturing Technician/Engineer - Job Description

Grade: Staff

Reports to: Manufacturing Manager

Location: Abingdon, Oxfordshire

Job Purpose

Origination and manufacturing of P2i products and processes

Key Interfaces: Operations Team, Applied Research Team

KPIs

- Meet Performance Review objectives
- Deliver allocated manufacturing projects on-time, to budget and to-specification
- Deliver core technologies appropriate to P2i needs

Key Tasks

- To work upon multiple manufacturing topics and projects as required
- To lead projects as required, taking responsibility for successful completion
- To work to project plans and inform line manager at earliest opportunity if project progress is not to plan
- To maintain comprehensive and accurate records of all work in formats required
- To produce project progress reports as requested

Key Skills

- Ability to work as part of project team or alone
- Ability to work to agreed project programme, i.e. project deliverables on time
- Able to assimilate and disseminate technical information in timely manner
- Microsoft Office (working knowledge of PowerPoint, Excel and Word)
- Ability to work in small company environment, with large company professionalism

Key Attributes

- Self motivated
- Ability in building relationships and communicating at all levels
- Team player and able to work on own initiative
- Professional and positive outlook to all tasks and requests from line and project manager
- Experience in product or process manufacturing in a commercial environment
- Knowledge of manufacturing techniques, particularly for electro-mechanical assemblies
- Experience of working in a commercial and scientific environment
- Experience in project management

Essential Qualifications

Engineering HND/Degree

Travel: Occasional travelling may be required for this post

Other Duties: Specialist projects as agreed with the line Manager to support the business requirements of the organisation. In addition, the Manufacturing Technician/Engineer will carry out any other reasonable duties requested.