Job Reference Number	FY22 – E12

Job Description

Job Title:	**TECHNICAL ADMINISTRATOR**
Responsible to:	**HEAD OF R&D**
Department (s):	**ENGINEERING**

JOB PURPOSE

To work within the Engineering Team, providing administrative support to the engineering team.

ROLE DIMENSIONS

Working for a well-established and growing company as part of the Engineering team, under the direction of the Head of R&D.

This is a varied and challenging role requiring a range of skills and the opportunity to interact with individuals and teams across the business, including Management, Engineering, Operations, Production and Sales and Marketing.

KEY REQUIREMENTS, RESPONSIBILITIES AND ACCOUNTABILITIES

The list below is not an exhaustive list of responsibilities and the role is expected to grow over time.

Must have's:

1. Strong communication skills: Written and verbal
2. Excellent computer skills: incl. Microsoft Word, Excel, Outlook and PowerPoint, but also generally confident using various IT platforms such as intranet portals, SAP and company IT reporting systems.
3. Analytical skills: Data capture and analysis, general aptitude for problem solving.
4. Organisational skills: Assist with day-to-day tracking of the statuses on various engineering projects.
5. Keen to learn

You will work as a member of the Engineering team, contributing to the success and growth of the company.

You will use your strong organisational, computer and analytical skills to support the engineering team on keeping track of the status on multiple projects within engineering and promote relevant communication between teams. This may include working with project plans, checking task status with various stakeholders and compiling reports on project costs and timescales.
Also assist the engineers with administrative tasks. These tasks may include helping to enter data into our ERP (SAP) system, produce reports, logistics of shipping equipment between sites, travel arrangements, etc.

You will be comfortable capturing minutes of engineering management meetings, gate review meetings and any other meetings as required.

COMPETENCIES REQUIRED FOR THE ROLE		
Qualifications and Experience	**Essential (E) or Desirable (D)**	**HR Office Use Only**
Graduate qualified and/or equivalent experience	E	
Proven experience in administration, ideally engineering related	D	
Skills		
Excellent interpersonal and communication skills	E	
Ability to use a range of communication tools	E	
Ability to work as part of team and on own initiative	E	
Demonstrable good numeracy skills	E	
Good report writing skills	E	
Ability to work under pressure and meet tight deadlines with a high attention to detail	E	
Working knowledge of Microsoft Office applications	E	
Strong prioritisation, problem solving and organisational skills	E	
Enterprise data system experience (SAP or equivalent)	D	
Able to take minutes	D	
Awareness of communications/satellite industry/technologies	D	
Personal Qualities		
Professional and approachable manner	E	
The ability to develop excellent working relationships	E	
Positive, confident and enthusiastic attitude at all times	E	
Flexible and adaptable to fast paced changing environments	E	

JOB DESCRIPTION AGREEMENT	
We confirm that this conveys a full and accurate description of the job as at Oct 2021	
Job Holder's Signature:	Date:
Manager of Department Signature:	Date:
Director of Department Signature:	Date: