

## Engineering Assistant

**Application deadline:** 19<sup>th</sup> March 2019 **Hours:** Full Time 40 hrs

**Reporting to:** Quality Control Team Leader **Location:** Banbury

### Role overview:

The Tibbetts Group are looking to recruit an Engineering Assistant with the ability to work in a fast paced environment and with strong organisational, planning and time management skills. This role will be reporting to the Quality Control Team Leader, the role assists the Engineering department with daily operations and new projects, primarily focusing on new product approvals.

The Engineering department covers, testing and approval of TGL products and customer product returns. These include measurement, photographing and data input surrounding both existing and new products, and assisting with customer warranty return duties.

### Key Responsibilities:

- Product Approval
  - Ensuring all product samples meet the required specification
  - Reviewing technical drawings
  - Product testing and analysis
- Product Assurance
  - Compiling product data sheets for customers or suppliers
  - Recording product information such as measurements test data and photography
- Assist with goods receipt product inspection
- Product returns/warranty
  - Assist the Engineering team to analyse and process customer returns
  - Segregation and management of non-conforming products
- Additional responsibilities
  - Maintaining departmental work instructions
  - Assisting with the completion of all paperwork associated with the Engineering department

### Skills & Experience Required:

- Proven experience of working within the automotive industry
- Good working knowledge of mechanics or vehicle applications
- Engineering EAL Level 3 or degree qualification would be ideal, but equivalent experience is just as valuable
- Experienced with using measuring equipment such as vernier callipers, micrometres etc. would be beneficial
- Ability to work in a fast paced environment
- High degree of PC literacy with a strong working knowledge of spreadsheets and word processing packages
- Focused on providing an excellent service to customers
- Has a passion for organisation - planning and time management skills are essential
- Attention to detail and accuracy is essential

# Job Vacancy

- Self-starter with ability to work on own initiative; motivated by achievement
- Confident, resilient, with good interpersonal and communication skills, with the ability to interact comfortably with all levels of the business and other departments as necessary
- Will adhere to the companies standards and motivated to operate to high standards at all times

**If you would like to apply, please send your CV along with a cover letter to:**  
[hr@tibbonettsqroup.co.uk](mailto:hr@tibbonettsqroup.co.uk)