



**JOB DESCRIPTION**  
**Engineering Administrator/IT**  
**JD-073**

**Description**

The Engineering Administrator will provide a co-ordination role within a busy Engineering Design Office to ensure the smooth running of the department with regard to documentation, work planning, task monitoring and implementation of department Quality System requirements and will assist also with IT support.

**Responsibilities**

- Compilation of product technical manuals.
- Co-ordination all documentation including procedures, document registers, engineering change notices, drawing revision management and document issue.
- Data entry into Stock Control System for both the Mechanical and Electrical Engineering sections – from the Bills of Materials on the respective drawings.
- Coordinating engineering design tasks and time schedules with Production Department regarding work requests and deadlines, logging and monitoring of tasks and projects.
- Recording the minutes of engineering meetings such as; concept design, design specification, and design review, meetings.
- Assisting with IT support to install/upgrade software and assist with minor problems.
- Assisting with Sub-Atlantic Web site maintenance and FTP Site administration.
- Assist with Probity problems and installation.
- Assist with the setup of PC's and Data Back up of three servers.
- Reception cover

**Qualification Requirements**

- A strong knowledge and track record in a technical/engineering environment would be an advantage
- Proficient in Microsoft Packages including Word Excel, PowerPoint, Outlook
- Familiarity with Adobe software programs and advantage