



SOMERS FORGE LIMITED

JOB SPECIFICATION

<p>JOB TITLE: Defence Project Support Co-ordinator</p> <p>REPORTING TO:</p>
<p>DEPARTMENT: Defence</p>
<p>SUPERVISORY RESPONSIBILITY: None</p>
<p>JOB PURPOSE:</p> <ul style="list-style-type: none">• To support the Defence Team to ensure that all Defence Contracts/Purchase Orders are delivered on-time, within budget to the agreed Quality requirements.• To assist the Defence Department in the day-to-day management of Defence Projects is aligned to the related Contract Terms and Conditions.• To develop business relationships with all defence customers to ensure order book growth in core and key strategic business areas.• To ensure Customer Satisfaction Indicators, for all key Customers, are as high as reasonably practicable.
<p>MAIN DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Co-ordinate the production of detailed customer proposals in accordance with the Form of Submission detailed with the customer Request for Quotation.• To assist in the generation, maintenance, and communication of a detailed schedules of key activities from RFQ through to Manufacturing Readiness.• To monitor and track progress against the agreed production schedule, reporting to internal management and the customer appropriately.• Priority identification and resolution within and across multiple project contracts.• To ensure all stakeholders, external and internal are identified and appropriate communication avenues established.• Generation of contract documentation including drawings, procedures and manufacturing routes as identified with the RFQ or Purchase Order.• Support contract review of new customer purchase orders ,through to manufacture release.• Creation of purchase orders for external work.• Work with other departments to resolve any manufacturing/production and quality issues as they arise.• Investigation of variance from standard route to actuals.• Any other reasonable requests including project work.
<p>EXPERIENCE REQUIRED:</p> <ul style="list-style-type: none">• General knowledge and experience within the manufacturing industry/environment.• SC Cleared (or capable of obtaining SC)• General knowledge of Enterprise Resource Planning (ERP) Systems• Communication to management level both internal and external.• Experience in 3D CAD modelling would be advantageous.