

Spiral EHL	<b><u>Job Description</u></b>	Doc No: SEHL/HR/F/14 Rev: 02
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REQUIREMENTS			
<b>Designation</b>	Engineer/Senior Engineer (PM & PPC)		
<b>Department</b>	Reporting to Manager		
<b>Location</b>	Bangalore		
<b>Education Qualification</b>	BE/B. Tech in Mechanical Engineering		
<b>Technical Qualification/Certification</b>	M. Tech in Mechanical Engineering (Optional)		
<b>Experience Range</b>	5-7 Years	<b>Relevant Experience</b>	5 Years+

Requirements			
<b>Industry Preference (If Any)</b>	Aerospace and Defense, Automobile, Heavy Engineering		
<b>Technical Must have skills Required Level ( Basic /Advance / Expert)</b>	<b>S. No.</b>	<b>Skills</b>	<b>Required level (B-Basic/ A-Advance/ E- Expert)</b>
	1	Knowledge of AS9100D requirement	E
	2	Negotiation, Communication, and Project management Skill	A
	3	Coordination and Strategic Planning	A
	4	Capacity Planning & Documentation	E
	5	Knowledge of Microsoft Dynamics 365 added advantage and ERP	A
	6	Production Planning & Control	E
<b>Technical Qualifications</b>	B. Tech / BE in Mechanical Engineering		
<b>Desired Profile</b>	M. Tech -Mechanical Engineering		

<b>JOB Description</b>	<ul style="list-style-type: none"> <li>• Customer Point of Contact - Point of contact with customers, communicating with customers regarding deliver schedules &amp; plan.</li> <li>• Updating project progress weekly basis to customers. Maintain good, relationship with customers.</li> <li>• Ensure that all projects are delivered on-time, within scope and within budget</li> <li>• Project management- Using critical path method for project execution.</li> <li>• Project Planning, Execution and Scheduling- prepare project plan by planning proper resources and define roles and responsibility to respective resources. And share timeline and dead line achieve customer dead line.</li> <li>• Develop a detailed project plan to monitor and track progress</li> <li>• Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility</li> <li>• Track project performance, specifically to analyse the successful completion of short and long-term goals</li> <li>• Production Planning- (Based on customer forecast and Engineering BOM prepare Production planning using resources like man, machine and martial)</li> <li>• Material planning- (Study Engineering BOM planning for material like Raw material, Inserts, HELICOIL's, screws, Gap pads, Paint &amp; primer other BOI items)</li> <li>• Machine loading- (Based on customer forecast, prioritized the requirements and studying cycle time for parts machine planning released)</li> <li>• Capacity planning- (Evaluate existing capacity and facilities and identify gaps, identify alternatives for meeting requirements and estimate future capacity requirements).</li> <li>• Procurement Actions- (Study demands from Engineering BOM release purchase request to Purchase and Supply chain department and also understand secondary operations like engraving and special process for requesting for outsourcing)</li> <li>• Co-ordinating and follow with in-house manufacturing, internal department (Quality, Engineering, production and subcontractor) in order avoid idle assembly line.</li> <li>• Release plan for Assembly and Follow up assembly's progress.</li> <li>• Dispatch activities and maintain file (by giving proper inputs to Finance &amp; Quality department requesting to rise invoice and Quality documents, dispatch parts to customer with proper packing methods and maintain proper tacking file)</li> </ul>
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