

JOB DESCRIPTION

Job Role	Technical Administrator
Location	Northampton, Northamptonshire
Reports To	Manufacturing Director
The role	
<p>Hypermotive are a dynamic, rapidly growing engineering company who have made a name for themselves in the mobility electrification sector. A highly experienced, friendly and enthusiastic team, Hypermotive deliver both engineering services and low/mid volume tier 1 manufacturing, across our three business divisions: Electric Vehicle Systems, Fuel Cell Systems and Wiring Systems. The working environment is fast paced, highly varied, and with a strong commercial focus.</p> <p>Our manufacturing projects include low voltage harnesses and high voltage cable assemblies, power distribution units, vehicle controllers, ADAS (drive by wire) systems and off-board test equipment from prototype through to series production. Within your role, you can be sure that your input directly contributes not only to the successful delivery of each project but also supports the success and growth of the business as a whole.</p> <p>Sitting within the Hypermotive Manufacturing team, the Technical Administrator will work closely with the manufacturing team to support the efficient and timely production of parts for Hypermotive's customers.</p> <p>Your responsibilities will include, but are not limited to:</p> <ul style="list-style-type: none"> • Creation and management of Bill of Materials (BOM) from engineering drawings • Supporting the commercial team with generation of manufacturing tenders/quotations including collation of costs (material, labour, tooling etc) • Source, control, issue and purchase direct materials for BOM • Source, control, issue and purchase indirect office and workshop consumables • Close working with purchasing and suppliers to ensure on time receipt of parts ready for build for all manufacturing projects from one-off through to series production projects • Goods In and Out processing support • Stock control system set up and stock level management • Manufacturing cost tracking to completion • Regular reporting of manufacturing progress status to key stakeholders and management <p>You will work closely with all areas of the business including engineering, purchasing, accounts and manufacturing, across all of our sites (Lutterworth, Northampton in the UK and German). Some travel may be required between the UK sites.</p> <p>Alongside this, you will support the development and roll out of Hypermotive's quality processes and tools associated with your work in order to build our manufacturing capability and to support business growth.</p>	

Education and Skills Requirements

5+ GCSEs - C and above

Min. 2 years' experience in relevant role and industry

Technical knowledge in a relevant field

Skills & Experience Required:

- Engineering/Technical background
- Able to read and interpret technical/engineering drawings
- Highly proficient in use of MS Excel
- Competent in using all other common Office 365 suite software
- Experience of working in fast-paced manufacturing environment and supporting multiple projects concurrently
- Excellent verbal and written communication skills
- Fluent in English

Skills preferred:

- Experience of wiring / harness design and manufacture
- Experience in tendering, estimation and costing
- Experience in using Sage 50 or similar package
- Experience of sourcing and procuring relevant component parts

Personal attributes:

- Flexible attitude
- Team player
- Self-motivated
- Proactive approach to work
- Able to multi-task across several projects at one time

Hypermotive can offer:

- Interesting, varied and challenging work
- Wide range of projects across multiple sectors
- Good rates of pay and generous holidays
- Flexible working arrangements
- Pension scheme and other benefits