

# Project Support Engineer



## THE ROLE AND WHAT TO EXPECT

- Working closely with the project engineer, software engineers, designers manufacturing team and customers on projects from kick off to the final sign off
- Review of tender documentation, specifications, drawings and contract terms
- Reviewing drawing packages for manufacture and assembly ensuring they are complete, accurate and meets all quotation and specification requirements
- Leader and role model in the adi standards, processes and best practices and able to use them to complete duties
- Training and mentoring less experienced department staff in the design methodologies, productivity tools, standards, processes, and legacy information for increased knowledge and experience within the department
- Communicate design requirements to junior team members, answer questions and monitor work to support further development of the design
- Identifying and attending outside training sessions consistent with company goals and areas of expertise to ensure continuing education and technical skill advancement
- Site visit if required to review the works, gain additional information and meet clients
- Sending out enquiries for material, equipment and sub-contract elements
- Quotation appraisal for best price and compliance
- Preparation of quotation submission document to include clarifications, allowances and commissions for final review with engineering team
- Attend weekly LEAN meeting

## WHAT YOU WILL NEED TO SUCCEED

- Design experience in the use and manipulation of 2D and 3D design software — SolidWorks preferred
- Self-motivated to initiate and implement tasks, strategies and techniques in a goal-oriented manner to increase productivity and profitability
- Technically creative with an understanding of mechanical and/or electrical functions to provide solutions in a robust and economical manner
- Capable of evaluating quotations, specifications, and documentation to discern functional requirements, identify missing information, define tasks, establish plans and develop schedule timing for mechanical designs
- Organized and flexible in work functions allowing for dedicated, multitasking, and task interrupted duties
- Analytical and decisive to define, evaluate and solve problems in an organized process

## ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 18 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees.



## WHY WORK FOR US

Whether you work at our flagship head office, at one of our 14 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity.

We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

## HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: [www.adiltd.co.uk](http://www.adiltd.co.uk) or send your cv to [recruitment@adiltd.co.uk](mailto:recruitment@adiltd.co.uk)

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.