



hofer powertrain UK job specification

26.07.2017

Job Title - Project Coordinator

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| Date position required: | August 2017 |
| Reportees: | None |
| Salary: | Competitive |
| Benefits: | Pension, 28 days holiday (+BH), Salary Sacrifice |
| Site: | hofer powertrain UK, Warwick Innovation Centre (CV34 6UW) |
| Applications required by: | ASAP |
| Application format: | CV |

hofer powertrain – Part of the hofer AG (Group)

Established for 30 years and with 7 engineering centres in Germany as well as sites in Italy, Austria, America, China and Warwick, UK, hofer powertrain provides automotive engineering expertise to many of the world's automotive OEMs, Tier 1 suppliers and automotive development companies.

Employing over 500 highly skilled personnel, the core technical capabilities of the hofer group include the design through to production of mechanical, electrical and hydraulic components, modules and systems for all sectors of the automotive industry. hofer has many designs in volume production and is a series production supplier to Tier 1's and OEM's as well as being an approved supplier to the VAG group.

As part of hofer groups global growth, and the continuing expansion of hofer powertrain UK, a vacancy has arisen for a new role as Project Coordinator to join the business at the Warwick office. This role will support the design through to production of next generation hybrid transmissions. Reporting to the Programmes Manager, the successful candidate will be able to pick up a task and demonstrate aptitude to be able to deliver.

The key functions of the role:

Support the project management team and processes by developing excel or database macros that facilitate key project systems.

Support the maintenance & integration of timing plans.

Support & develop the tracking of projects for the UK office.

Support the project management team with project tasks.

Responsibilities:

Developing Excel / Database systems to facilitate process for a developing UK business.

Supporting project management requests and activities on programmes.

Integrate overall timing plans to make sure that engineering, supply and production timing are integrated and follow the critical path.

Track milestones to completion for key gateway activities.

Track and report cost and revenue items to ensure the project meets its profitability targets. Action plans to correct deviations and variances from plan as directed by the project / programme managers.

Support the creation of overall project reports in order that the business understands its current status.

Develop a concerns system and support the tracking and reporting.

Support and develop project continuous improvement activities.

Qualifications / Education / Experience required:

Engineering Degree or Certificate of Higher Education in Engineering or business studies.

Ability to review and adjust to meet pressure and priorities.

Excel and database – advanced user.

Other beneficial attributes:

MS project experience.

Knowledge of the German or other European languages.

Personal attributes:



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Good attention to detail.

A positive attitude with a high level of self-motivation and self-reliance.

A willingness to operate outside their normal comfort zone.

Excellent team and communication skills.

Well organised and able to remain focused under pressure.

Planning and organizational skills

Results oriented

Agencies – hofer powertrain works with a select list of agencies to assist in fulfilling our recruitment needs. We would request that other agencies do not contact us.