



## hofer powertrain UK job specification

### Job Title – Project Planner

<b>Date position required:</b>	ASAP
<b>Reports:</b>	Programmes Department
<b>Salary:</b>	Competitive
<b>Benefits:</b>	Pension, 28 days holiday (plus bank holidays)
<b>Site:</b>	hofer Powertrain UK Ltd, Unit 2 Titan Business Centre, Spartan Close, Warwick, CV34 6RR
<b>Applications required by:</b>	ASAP
<b>Application format:</b>	CV

### hofer powertrain – Part of the hofer AG (Group)

hofer, established in the 1980's, is a privately owned, German based, automotive engineering consultancy growing to in excess of 1,000 people over the next few years. We work with many of the world's automotive OEMs, Tier 1 suppliers and automotive technology centres and have numerous powertrain components in mass production including hofer designed electric motors and hybrid modules to full dual clutch transmissions.

With numerous offices across Germany, Austria, Italy, America, China and the UK, hofer has a truly global presence allowing comprehensive support for powertrain projects across all vehicle sectors.

- Specific sites setup to support many of the German OEMs
- hofer Mechatronik GmbH (Part of the hofer group) is the largest independent automotive hydraulics consultancy in the world
- Involved in many current and future AT, AMT, DCT and MT volume transmission design projects from clean sheet to production
- hofer has its own inverter / electric control technology and has designed hybrid modules and e-motors that are in production across the world
- Full design to production experience of hybrid powertrain technologies from energy storage to the road
- Full engine and motor driven test capability
- Production supplier to 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 vehicle powertrain systems. Supporting multiple project managers, the successful candidate will be able to pick up a range of tasks and demonstrate ability to deliver.

**The key functions of the role:**

- Support the project management team with the tracking and delivery of projects, including:
  - Preparation, maintenance and integration of timing plans.
  - Project cost incurred tracking and forecasting cost to complete.
  - Facilitate key project systems improvements.
  - Ensure project adhere to company processes
  - Risk and opportunity management.
- Support business development activities, by collating cost and timing information to support proposals.

**Responsibilities:**

- Prepare project timing plans in MS Project and/or excel with input from programme and engineering teams.
- Run project tracking documents, gathering status information from all relevant teams.
- Organise and manage regular reviews with Engineering, Programme and Resource Managers to ensure task status and resource requirements are tracked and reported.
- Maintain and update project plans.
- Work with Project Managers and Project Engineers to understand and illustrate the implications of proposed changes to timing.
- Prepare and report project KPI's to the management team at project reviews and in support of customer reviews.
- Support project management ad hoc requests as required.
- Develop Excel / Database / MS Project systems to facilitate process improvement.

**Qualifications / Education / Experience required:**

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

Ability to review and adjust to meet targets and priorities.

MS project / Primavera experience.

Excel / database – advanced user of at least one of these tools.

**Other beneficial attributes:**

Knowledge of APMP.

Knowledge of the German language.

Appreciation of the automotive industry and the engineering gateway and design process.

**Personal attributes:**

Good attention to detail.

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



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A willingness to operate outside their normal comfort zone.

Excellent team and communication skills.

Well organised and able to remain focused under pressure.

Results oriented.