# JOB SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Drawing Office Assistant/Technical Clerk</th>
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<tbody>
<tr>
<td>Department</td>
<td>R&amp;D</td>
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<tr>
<td>Line Manager</td>
<td>Chief Engineer</td>
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<tr>
<td>Salary</td>
<td>Please send details of current salary</td>
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<tr>
<td>Place of work</td>
<td>55 Central Avenue, West Molesey, KT8 2QZ</td>
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## The role
Assistant to the Drawing Office team

## Work Skills/Abilities
- Mechanical engineering knowledge essential as is the ability to read engineering drawings.
- The role will involve completing change notes; up-issuing drawings/modifying drawings.
- We currently use Solid Works and Autocad Design Packages - Knowledge of a drawing office design package such as Solid Works (preferred), Inventor or Autocad is required
- Minimum 1 years’ experience in a Drawing Office

## Character & personal qualities
Candidate must be able to:
- Operate as part of a team but also be able to act on own initiative.
- Be self-motivated
- Must be methodical and pay great attention to detail and work well under pressure and to deadline
- Good communication skills are essential
- Must be keen to learn new skills and be comfortable working in a highly multidisciplinary environment.

## Security Clearance
Candidate must be suitable for SC security clearance with the UK Ministry of Defence.
A current UK passport is required.

## Package
Contributory pension scheme. Life assurance scheme. 25 days annual leave, plus public holidays.

## Normal working week
37.5 hours - 8.00/8.30am – 4.00/4.30pm, 30 mins lunch Monday-Friday. However it is expected that when urgent deadlines are to be met, or customer support needed, staff will be required to work outside these core hours.

## Application Process
Applicants must submit a covering letter of application with their CV.