Holding Power

Job Description

Job title	Project Engineer
Role Type	Permanent
Responsible to	Engineering Director
Working hours	Monday-Friday 8.30-17.00 (30 mins lunch break)
Location	Primarily office based

Role Purpose

The Project Engineer is responsible for driving projects through the business from concept to delivery. Projects will include customer-specific solutions, new product introductions, engineering changes and manufacturing improvement initiatives.

Working closely with Technical, Operations, Sales and Quality teams, the role ensures effective communication, clear ownership of actions and delivery to agreed timescales and objectives.

Key Responsibilities

Project Engineering

- Coordinate projects from concept through to implementation.
- Maintain project plans, milestones and action trackers.
- Monitor progress, identify risks and support resolution of issues.
- Escalate delays or resource constraints where necessary.

Customer & Technical Projects

- Support customer-specific and non-standard projects from quotation through to delivery.
- Coordinate activities between Sales, Technical, Quality and Operations teams.
- Ensure project objectives and deadlines are achieved.

New Product Introduction & Engineering Changes

- Support the introduction of new products into production.
- Coordinate engineering changes, product trials and implementation activities.
- Work with Technical and Manufacturing teams to achieve smooth product launches.

Continuous Improvement

- Support manufacturing improvement and cost-reduction projects.
- Assist with initiatives to improve quality, productivity and delivery performance.

Reporting & Communication

- Lead the weekly project review meeting.
- Maintain project documentation in line with company procedures.
- Produce monthly project status reports covering progress, risks and delivery performance.
- Promote effective communication across departments.

General

- Follow Company Quality, Environmental and Health & Safety procedures.
- Undertake additional duties as required by the Technical Director or Operations Director.

Key Performance Indicators

- Projects delivered to agreed timescales.
- Timely completion of engineering changes.
- Successful implementation of new products.
- Accuracy of project reporting.
- Reduction in overdue project actions.
- Positive stakeholder feedback.

Skills & Experience

Essential

- Minimum 3 years' experience in an engineering or manufacturing environment.
- Experience coordinating multiple projects simultaneously.
- Strong planning and organisational skills.
- Excellent communication and stakeholder management abilities.
- Strong problem-solving skills and attention to detail.
- Competent in Microsoft Office, particularly Excel.
- Understanding of engineering drawings and manufacturing processes.
- Proactive and self-motivated approach.

Desirable

- Experience of New Product Introduction (NPI).
- Project management training or qualification (APM, PRINCE2 or similar).
- Knowledge of ISO 9001 quality systems.
- Experience within metal forming, fabrication, manufacturing or injection moulding.
- Familiarity with project management software.

Personal Attributes

- Positive, can-do attitude.
- Well organised and proactive.
- Able to build strong working relationships.
- Comfortable managing multiple priorities.
- Results-focused with a continuous improvement mindset.

Why Join Ellis?

- Be part of a dynamic team within a well-established and growing organization
- Be supported on your journey to becoming a Chartered Engineer
- Supportive and collaborative work environment
- Rural location ideal for lunchtime walks
- Matched pension contributions to a maximum of 7%
- On site Gym
- Employee life cover (2x employees normal salary)
- Inclusion in Employee Trust profit share after 4 years’ service
- Company sick pay
- On site parking
- Annual profit share discretionary bonus
- Bike to work scheme
- 22 days holiday, excluding bank holidays
- Additional day holiday after 2,3,4,5 years service, to a maximum of 26 days per year
- Christmas shutdown with additional company donated holidays (typically 2 per year dependant on timing)