



## **EMPLOYMENT OPPORTUNITY (Sept 2020)**

<b>Job Title:</b>	<b>Project Manager and CAD Design Engineer</b>
<b>Salary:</b>	£ depending on experience and reconsidered following successful probationary period
<b>Hours of work:</b>	37.5 per week (flexible but between the hours of 08:00 and 18:00)
<b>Location:</b>	Filtration House, Farndon Road, Market Harborough, LE16 9NP
<b>Responsible to:</b>	Managing Director
<b>Job Description</b>	<p>This is an interesting, diverse, challenging role which combines managing projects from inception to completion. It also requires proficiency in Autodesk Inventor for 3D CAD modelling and AutoCAD for 2D drawings and as such this is a combined role – project management and CAD drawing. The job involves travelling to various sites in the UK and potentially worldwide but is mixed with office time/home working to manage projects. An understanding of our industry is certainly an advantage and we seek someone who can “hit the ground running”.</p>
<b>Working Environment</b>	<p>In present times this is open to change, but as a representation, since March 2020 Filter Designs have been working from home locations, mixed with some office time for meetings but also site installation supervision, visits to existing and new clients sites with the associated PPE. FDL have needed to respond to client sites changing their approach to COVID-19 and we have all had to. The same flexible approach will be required of an employee in this new role.</p> <p>Filter Designs have a small base in Market Harborough and currently 6 full time employees.</p> <p>On clients sites the environment can be dusty and dirty and we get “hands on” occasionally which will require CSCS card and IPAF license which we can support as required.</p>
<b>Pre-requisites</b>	<p>Proficient in using Autodesk Inventor for 3D CAD modelling Able to create detailed design drawings in 2D CAD inc P&amp;ID’s</p>

Presentable and personable to be able to be client facing  
Good IT skills and adept in the use of office 365 programs  
A clean UK driving license  
A keen eye for detail  
A “can do” attitude

**Benefits**

Following a probation period, the following are benefits currently enjoyed by others in the company:

Provision of laptop and mobile phone  
Private healthcare  
Discretionary bonus scheme

**Main Duties and Responsibilities**

Sales Proposals

- Use of office 365 to create sales proposals in word using existing templates
- Work with MS excel and existing templates to establish project cost estimates
- Accompany others to new sites in the UK and occasionally overseas for new sales enquiries
- Ultimately travel to sites to develop sales enquiries independently
- Work within an existing team to collectively respond to new sales enquiries and develop them into new contracts

Project Management

- Work with project cost monitor templates to manage the execution and profitability of projects you are responsible for
- Use Gantt charts to present project timelines to clients
- Attend project management meetings internally and externally with clients
- Discuss and agree costs with suppliers, occasionally negotiating as required
- Manage client expectations in terms of project delivery and communication
- Develop operations and maintenance manuals, based on past templates
- Able to understand P&ID drawings and create electrical lists and functional design specifications

Drawing System

- Maintain the Autodesk Inventor 3D & CAD 2D drawing system using Vault
- Work with our automated 3D CAD process to generate new proposal drawings
- Develop 3D CAD models for our systems to fit into existing client sites
- Create a series of 2D CAD drawings for fabrication

## Form HR15

- Attend our design review meetings in the office/via teams to contribute to new projects success

### Communication

- Communicate effectively with colleagues, customers and suppliers via modern communication methods in a professional manner
- Be a team player, helping others and sharing workload when required
- Attendance and contribution to video conferencing meetings as needed

### Business Development

- To keep up to date with the latest drawing technology
- Coordinate with others to help maintain & develop the Drawing system for Quality Assurance ISO 9001:2015