

Our Ref: JB/sd/12.16
Date: 20th January 2012

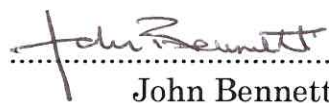
Vacancy - IPT Project Manager

A vacancy exists for an enthusiastic and committed Project Manager for selected design, development and production projects. The selected person will be an appropriately qualified and skilled individual preferably with composite experience.

Key duties and responsibilities will include:

- Plan, schedule, co-ordinate and progress the project(s), liaising and communicating with all appropriate internal and external parties to ensure the projects outturn to specification, cost and timescale.
- Life cycle management procedures, incorporating change management and project management procedures must be appropriately applied.
- Act as the primary interface within the IPT on all engineering project, technical and planning matters, liaising as necessary with MSAC's commercial function on contractual, financial and commercial issues.
- Conduct periodic internal project reviews to structure and communicate priority actions within the company and with the customer to ensure the smooth progression of the project.
- Manage and progress as appropriate the manufacture of tooling and the creation of initial (prototype) route planning to launch the prototype phase of the product into production.
- Periodically report all major aspects of the project(s) to the MSAC management team, including major risks (risk register), delays, and variations against planned (budgeted) project cost.
- Provide basic cost estimates for new work to the commercial function.
- Maintain clear and comprehensive records demonstrating the chronology of the project and written evidence of any specification changes that may arise and/or be agreed.
- Undertake other related or individual project based tasks as may reasonably be requested by the MSAC Senior Management in support of specific design and production requirements.
- To liaise with the BOM engineer to ensure changes to material quantities, standard operations are kept up to date and accurate.
- Lead cost down engineering initiatives to minimise waste and maximise operation efficiency.
- Comply with all policies and procedures within the company.
- Carry out all duties with regard to and ensuring equal opportunity.
- Work with all employees within the company in the fulfilment of our aims.
- Comply with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or a Director.

Applications should be submitted to Sandie Dowkes by close of business on 29th February.


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John Bennett
Head of Operations

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