

Engineering Administrator

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Company: ECOWATER SYSTEMS POLAND sp. z o. o.

Location: Dąbrówka

Category: other-general

Engineering Administrator

Miejsce pracy: Dąbrówka (pow. poznański)

Your responsibilities

You will manage all drawing documentation of the existing product offering

Assist the Engineering team in creating final detailed 2D product drawings related to new products

You will be responsible for updating product drawings resulting from changes

Manage EN (Engineering Notification) for accuracy

Run the EN procedure in Workzone

You will assure the correct data input into Epicor (item master, BOM & Routing)

Create new P/Ns for the Europe assembly plant

You will be creating & maintaining printed rating decal for the Europe assembly plant

You will be responsible for maintaining & updating all spare parts documentation and product manuals

Our requirements

You preferably are in possession of a Technical graduate degree or at least a few years

experience in a technical environment and/or with technical products

2+ years of experience in change management

2+ years experience in 3D/2D CAD

2+ years experience using ERP (preferably Epicor)

You are able to work independently and with others as a team

You pay strong attention to details

You have strong administrative and documentation skills

You are an excellent communicator (also in English)

Willingness to go the extra mile

You know when to escalate problems or issues

Data-driven with a balance between data and intuition.

You show a collaborative and growth-mindset and are able to build partnerships

What we offer

Employment in a dynamic international company with a lot of growth ambition

Working in a new & modern building with emphasis on a pleasant working atmosphere
(including ergonomic furniture, book exchange, fresh fruit, ...)

Attention to regular feedback and personal development

Benefits

sharing the costs of sports activities

private medical care

sharing the costs of foreign language classes

life insurance

parking space for employees

transport allowance

meal subsidy

company Social Benefits Fund

voluntary participation in PPK

To strengthen our European Product Development Team, we are looking for an Engineering Administrator.

This position will ensure the accuracy of all the drawings, Engineering documents & Bill Of Material Data.

You will be based with Ecowater Systems Poland in Dąbrówka, report to the European NPD Director and cooperate closely with the EMEA Product Engineers and Plant teams.

ECOWATER SYSTEMS POLAND sp. z o. o.

EcoWater Systems, a specialist in water treatment equipment, is the world's leading manufacturer and distributor of water softeners for domestic and commercial use.

We design, manufacture and sell water softeners and refiners for domestic use at home. But also commercial and industrial equipment for use at schools, hotels, apartments, health care facilities, manufacturers and other higher volume water users needing high quality water, belong our portfolio.

Since end of 2021, all our products are 'Made in Europe', produced in our facility in Dąbrówka.

EcoWater Systems is part of the Marmon Group, an international company with more than 120 autonomous manufacturing and service companies all over the world and is a subsidiary of Berkshire Hathaway.

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