

Job Title: **Change Engineer**

Department: **R&D**

Reporting to: **Engineering Manager**

### Who Are We?

Fullwood Packo Dairy Group design, manufacture and distribute state of the art milking equipment worldwide and for over 85 years have been recognised as being at the forefront of milking technology. Operating primarily out of Europe with the operations based in the United Kingdom (Ellesmere, Shropshire) we have a strong European customer base and are now looking for a Change Engineer to help support our Engineering team.

### Job Summary

As our Change Engineer, you will have the overall responsibility for managing the system BOMs within the MRP for all products, along with supporting key Engineering Processes.

Your daily role will be to maintain and update the MRP BOM system with Engineering changes to create or amend new parts within the system, this could be ad-hoc work or through assisting with specific projects.

You will be responsible for managing the introduction of new Products (NPI) and any subsequent changes made. You will also manage some of the Engineering Processes that link between different functions and create monthly progress reports.

### Key Duties

- Administration support to the Engineering department
- Manage MRP BOM Structure
- Manage the Engineering Change Note (ECN) Process
- Process all Purchase & Warehouse Orders for Engineering Activities
- Manage the Supplier ECN Process
- Attend meetings and follow up meetings with necessary reports
- Provide required information and documentation in line with deadlines
- Generating reports/documents needed by other departments
- Ad hoc duties as needed

### Experience & Key Skills

- Experience of working in an Administrative or Engineering role
- Proficient in Microsoft Office suite, including Excel and Word is essential
- Experience of MRP LN System is greatly desirable.
- Excellent verbal communication skills when liaising with internal departments suppliers, customers and dealers

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### What We Offer

- A permanent fulltime position
- An exciting role in an interesting innovative area with a growing, international company.
- The possibility to develop yourself in an organisation with a flat structure and entrepreneurial attitude.
- 37.5 weekly flexible working hours
  - Monday – Wednesday 8am to 5pm
  - Thursday 8am to 4.30pm
  - Friday 8am – 12pm.
- Competitive salary plus other benefits.
- 25 days holiday + bank holidays
- Contributory pension scheme

### Applications

Via monster or via our website

For more information about Fullwood Packo Group please visit our website [www.fullwoodpacko.com](http://www.fullwoodpacko.com).