



Prototype Electronics Ltd

Job Description

Job Title:	Engineering Administrator
Reports to:	Head of Infrastructure
Salary/Hourly Rate:	£26,364 - £27,378 per annum
Hours:	39 hours per week – Mon – Thurs – 7:00am – 5:15pm
Status:	Permanent

Main Purpose of the role:

The Engineering Administrator provides vital support across the Engineering team, including Document Control and Facilities. This role ensures that engineering processes run smoothly, documentation is controlled accurately, and facility operations are supported effectively. You will work closely with multiple teams, helping maintain an organised, compliant, and efficient working environment.

Main Tasks and Duties

Manufacturing Engineering Support

- Assist Manufacturing Engineers with administrative tasks relating to production processes, prototype builds, and continuous improvement activities.
- Maintain and update Bills of Materials (BOMs), work instructions, Process Route Cards and other production documents.
- Help coordinate prototype builds, engineering trials, and shop-floor documentation updates.
- Support data collection for engineering analysis, KPIs, downtime logs, and process improvement tasks.

Document Control Support

- Assist the Document Controller with maintaining production documents within the company’s document management system.
- Support the creation, formatting, revision, and distribution of controlled documents such as SOPs, work instructions, drawings, and forms.
- Help manage Production Permits Engineering Change Requests (ECRs) and Engineering Change Orders (ECOs), ensuring accurate version control and compliance with quality standards.
- Conduct regular checks to ensure the latest documents are available on the shop floor and in digital repositories.

Facilities Support

- Provide administrative support to the Facilities team for asset management, maintenance scheduling, and system updates.
- Assist in logging facilities requests, tracking issues, and coordinating communication between teams.
- Maintain inventories of equipment and hardware assigned to engineering and operations.

Coordination & Communication

- Schedule meetings, take minutes, track actions, and ensure follow-up.
- Liaise with suppliers for quotes, orders, and deliveries relating to engineering and facility needs.

General Administrative Duties

- Prepare reports, presentations, spreadsheets, and tracking documents as required.
- Maintain SharePoint sites, Health & Safety records, internal logs, trackers, and file structures.
- Support audit preparation for ISO9001 or other compliance frameworks.

Person Specification		
Essential		Desirable
Qualifications	High school diploma or equivalent	
Skills and Abilities	<p>Strong administrative experience in a technical, engineering, or manufacturing environment.</p> <p>Excellent attention to detail, with strong organisational abilities.</p>	
Experience and Knowledge	Competent user of Microsoft 365 (Excel, SharePoint, Word, Teams).	<p>Experience working in electronics manufacturing or engineering.</p> <p>Familiarity with document control systems or QMS processes</p> <p>Understanding of BOM structures, engineering drawings, or ERP/MRP systems.</p> <p>Experience supporting facility tasks.</p>
Personal Qualities	<p>Able to work with structured processes, controlled documents, and version control systems.</p> <p>Confident communicator, able to collaborate with multiple teams.</p> <p>Team player with a “can do” attitude, remain flexible and adaptable.</p> <p>Willingness to learn and grow within the role.</p>	<p>Methodical, thorough, and process-driven.</p> <p>Proactive, reliable, and able to work with minimal supervision.</p> <p>Strong problem-solving mindset and eagerness to support technical teams.</p> <p>Able to coordinate multiple tasks while maintaining accuracy.</p>
Competencies Required of all employees:	<p>Ability to champion and embrace the Prototype Electronics company ethos and values.</p> <p>Demonstrate flexibility, willingness, and professionalism.</p> <p>Strive toward continuous achievement of impeccable quality standards.</p> <p>Willingness to always go the extra mile.</p> <p>Self-directed with a high level of personal drive.</p> <p>Commitment to achieving excellence through continuous improvement.</p> <p>Ability to problem solve.</p>	

Prototype Electronics – About Us

“We are looking for a dynamic, hardworking, intelligent individual to join the stores team at Prototype Electronics.

Attention to detail, willingness to collaborate and a genuine care in your work is an absolute must. However, full training will be provided and previous experience working in either a warehouse or in an electronics role is not necessary.

If you are looking for a new career option and willing to invest in us, we will invest in you!”

Our business is based on being Customer Obsessed, we pride ourselves on our Impeccable Quality, Responsiveness and Flexibility.

We offer a Professional, Modern approach to electronics manufacturing, and have invested heavily in state-of-the-art manufacturing techniques, as well as investment into our people to make sure we stay ahead of our competition, as a result we offer the following rewards:

- 4 Day working week (Production staff)
- 150% Overtime rate, or bank as TOIL.
- Christmas Bonus.
- Subsidised car wash scheme.
- Payday Lottery – Excellent Prizes to be won every Payday.
- Employee led social committee, organising various activities – I.e. Water sports, Go-Karting, Skittles night, Burger night, Comedy nights etc. (all paid for by the company)
- Paid for Christmas Party.
- Carry 2 weeks holiday into following year.
- Free On-site parking.
- Free Tea and Coffee.
- Additional holiday at 3yrs, 5yrs, 10yrs and 15yrs service.
- Christmas Shutdown, paid for by us. (25th Dec to 1st Jan, plus Bank Holidays)
- Pay Bonus at 5yrs Service. (1 week)
- Pay or Holiday Bonus at 10yrs Service (1 week)
- Pay or holiday Bonus at 15yrs Service (1 week)
- BUPA Cash Back Plan for all staff
- Employee Assistance Programme

We are committed to employee growth and encourage them to reach their full potential, we offer in house training, and always look to support the development of our staff through external training programs.

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