

## Job Vacancy – Engineering Systems Coordinator



This is an excellent opportunity for a self-motivated individual to join a successful chemical manufacturing Company with over 60 years of chemical manufacturing heritage and an established reputation for excellence. Briar Chemicals is focused on providing the best contract manufacturing and site services to customers in the agrochemical, fine and specialty chemical industries. Based in Norwich, Norfolk, Briar Chemicals is a leading large scale chemical company delivering customers' needs utilising its broad asset and technology base underpinned by its quality driven project management.

We currently have a vacancy for an **Engineering Systems Coordinator**. This is an excellent opportunity for an individual to join the Engineering team. The successful candidate will be responsible for developing and maintaining the computerised maintenance management system and will be supporting the Engineering Documents and Systems Team Leader in coordinating various engineering and maintenance activities.

Reporting to Engineering Documents & Systems Team Leader, main duties and activities include:

- Development and maintenance of paper and electronic libraries
- Creation of equipment and associated planned maintenance schedules
- Planning and scheduling of items
- Engineering Quality and Handover Files
- Creation of Service Calls (Computerised Maintenance Management System)
- Engineering Purchase orders
- Conduct regular audits of Engineering Non Conformance Reports & Process Change Authorisations and work with individuals to reduce outstanding actions to zero
- Develop, maintain and publish Engineering Standards to ensure continued compliance to legal and site requirements, including availability and awareness at point of use.
- Maintain the Engineering site Intranet to ensure information is relevant and up to date
- Provide coordination and administrative support to Engineering Documents and System Team Leader

## Your Qualifications / Experience

The ideal candidate will possess:

- Qualification in a recognised technical/mechanical NVQ level 3 or above
- Engineering coordination experience in a chemical or similar manufacturing environment
- Good experience of computerised maintenance management system such as Microsoft GP, SAP and Maximo etc.
- Proficient in the use of Microsoft Office packages, especially excel and site Intranet
- Excellent interpersonal and written communication skills with the ability to communicate at all levels
- Strong organisational skills and the ability to manage multiple tasks and achieve deadlines
- Excellent attention to detail and high level of accuracy
- Team player with an ability to work on own initiative within the parameters of their role

## Additional Information

You will be working with both internal and external customers so the successful candidate is required to have a customer focused attitude.

To succeed in this role, you will also need commitment, strong work ethic and adaptability.

This is a busy and varied role so the flexibility to take on tasks as required is essential.

All our employees are committed to act in line with our core values; Safety, Integrity, Teamwork and Engagement.

## What we can offer you

In addition to your salary, we offer the following benefits:

- 25 days' annual leave plus Bank Holidays.
- Group Personal Pension scheme - we will match your contributions, plus 2% extra, up to a maximum of 10% employer contribution.
- Non-contractual company bonus
- Contributory Private Healthcare scheme
- Employee Assistance Programme
- Life Assurance
- Flexitime
- Cycle to Work scheme.
- Free, onsite car parking.

This is a full time role - Monday to Friday, 39 hours per week.

**Closing date for vacancy is 3<sup>rd</sup> December 2021.**

If you would like to be considered for this role, please apply in writing to Human Resources, Briar Chemicals Ltd, Sweet Briar Road, Norwich NR6 5AP or email [hr.office@briarchemicals.com](mailto:hr.office@briarchemicals.com) submitting your CV and application letter stating why you believe you are a suitable candidate.