

Technical Administrator – Contract Manufacturing

Are you looking for something a little different?
Perhaps you would like a change in scenery, a move to a rural lifestyle?

Now is your opportunity to join a well-established technology company based in Marton, Rangitikei.

Part of the Gallagher Group, Gallagher Fuel Systems design and manufacture their own product, (Retail Fuel Dispensers) and have a rapidly growing contract manufacturing service based around the manufacture of electronic assemblies that they make in-house. They are one of New Zealand's leading technology companies that service New Zealand and Australia.

A bit about the role:

You will be responsible for developing and maintaining relationships with key client contacts in conjunction with the BDM and understand their businesses so you can anticipate their needs and provide relevant solutions. This is more of a specialized role that needs someone who can tell the difference between a resistor and an inductor and has a good level of component knowledge.

Key responsibilities will also include:

- Maintain customer parts, Bill of Materials and routes in SAP;
- Write work instructions and create drawings;
- Approve alternate component sourcing;
- Coordinate quoting for new opportunities;
- Check production quality and sign off samples prior to manufacturing;
- Identify new product development, business requirements;
- Recommend any process improvements.

The successful candidate **MUST** have the following skills and attributes:

- Tertiary Qualification in Electrical or Electronics Engineering (or similar);
- Electronics Design / Engineering experience;
- Technical Manufacturing experience;
- Knowledge of supplier capacity;
- The ability to understand and communicate complex technical concepts;
- Excellent time management and ability to multitask;
- Be organized and methodical;
- Intermediate skills in MS Excel;
- Knowledge of SAP is desirable.

To be considered for this role, an interview will take place and references will be conducted.

Applicants for this position should have NZ residency or a valid NZ work visa.

Email your cv to anne.smith@jobsmith.co.nz to apply.