

CITY THEATRICAL

NEW YORK • LONDON

Job Description

Posted: September 22, 2022

Title: Engineering Administrative Assistant
Reports to: Head of Engineering

Department: Engineering

Purpose: Serve as an administrative assistant to engineering staff. Primary responsibilities:

- Custom Project Support
- Engineering Support
- Engineering Documentation

Representative Responsibilities:

- Custom Project Support
 - Construction of Prototypes
 - Perform performance tests on products
 - Create ERP Estimates
 - Create ERP work orders
 - Convert custom projects to stock
 - Complete custom projects on time
 - Generate Post Mortem and Custom Metrics reports
 - Administer Post Mortem meeting
- Engineering Support
 - Construction of Prototypes
 - Perform performance tests on products
 - Add new stock codes to company ERP system
 - Add BOM into company ERP system
 - Administer the completion of ECOs
 - Administer the MRB process and ensure the completion of CARs
- Engineering Documentation
 - Create/Edit Manuals
 - Create/Edit Assembly instructions
 - Create/Edit QC procedure Instructions
 - Create/Edit Compliance reports

Additional Responsibilities:

- Other duties as assigned
- Completes special projects and requests in a timely and positive fashion

Knowledge, Skills and Abilities:

- Excellent communication and organization skills
- Ability to work independently and as part of a team

US HEADQUARTERS
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- Effective problem solving and creative thinking skills
- Flexible and able to adapt to change
- Able to lift up to 50 pounds
- Familiarity with Windows OS, Microsoft Office Programs

Education and Experience:

- Any Bachelor of Science degree, or
- Any Associates Degree
- Equivalent professional experience

To apply, send your cover letter and resume to: info@citytheatrical.com

Engineering Administrative Assistant

Training Requirements

New Employee Orientation
Facility Tour
Company Profile
Phone Training
MSDS-Safety Training
Personal Protective Equipment
Computer Training
City Theatrical Products

Approval:

HR Manager: _____

Head of Engineering: _____

President: _____