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# Example of Engineering Support Job Description

Our growing company is hiring for an engineering support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for engineering support

* Responsible to train new technicians in module testing, handling, loading and unloading from production and lab equipment
* Provide project administrative support with respect to maintaining various project logs or databases, including extraction and compilation of data from those sources
* Develop, track, compile and issue reporting for process and project engineering resources, both as Engineering cost and KPI information, capital spending reporting, as required for both Engineering and the partner business groups
* Actively collaborate with other Engineering Support Specialists in Engineering to improve use of common disciplined work processes and to optimize capital project execution
* Proactively drive each project’s procurement to completion by expediting and other actions, to ensure that “engineered” materials are ordered, manufactured, and delivered in a timely manner to support the project schedule, and that invoicing and payments are handled in a timely manner
* Provide customized expediting services to all site project managers for equipment orders and for selected critical delivery items
* Coordinate the onboarding process for new hires into the group
* Collate and identify all Purchasing Specifications, ensure they are current, signed and added to SmartDoc (Pall ERM) and updated within purchase order text requirements
* Conduct preventive maintenance on power distribution and automation equipment
* Ensure power quality

## Qualifications for engineering support

* Advanced Microsoft Project is essential
* Highly organised, dynamic, self-managing and multi-tasking whilst setting their own priorities
* Assists Product Engineers in the preparation of all appropriate engineering documentation
* Assist Engineers in gathering and assimilating test data on sample test lots as requested
* Prepares tool orders in conjunction with Product Engineers
* Participate, as assigned, in development of high technology equipment as assigned