



# Example of Assistant, Engineering Job Description

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Our growing company is searching for experienced candidates for the position of assistant, engineering. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant, engineering

- Reviews and approves engineering time charges
- Provide support to other FEA's while on leave, during busy periods
- Receives, consolidates, and submits quotes for approval
- Analyzes and distributes submissions and reports
- Maintains documents, reports, and records filing systems
- Performs general office duties such as maintaining record management systems
- Responds to all routine inquiries
- Assist production with 5S and OH & S improvements
- Assist in the routing of documentation for approval, for example NCD, Change Note, TDP
- To install, qualify, calibrate, maintain & document manufacturing test equipment/systems as required for production line

## Qualifications for assistant, engineering

- Previous experience managing direct reports required
- Creative, energetic, "can-do" attitude with ability to change direction in a fast-paced environment
- Previous experience maintaining department budget
- Knowledgeable of Engineering & Construction Planning processes, work management system, and related computer applications
- University graduate with a degree in Engineering and RME certified

