

Job Description:	
Job Title:	Projects Engineer (Dust)
Department:	Projects/Multi-Fan Systems
Reporting To:	Systems Engineering Manager
Behavioural Competencies:	
<p>We pride ourselves on our attitude & culture. It is essential that our core behavioural competencies are met irrespective of job role. Positive approach - Works as part of a team, being helpful and supportive of others. Deals with problems with other team members effectively. Has a positive attitude and interacts well with others. Time Management - Maintains effort until task is completed & meets deadlines. Able to prioritise workload and balance conflicting demands. Understands the need for efficiencies in all areas and is pro-active. Cares about what we do. Professionalism - Communicates effectively with internal and external customers, listens well to others and responds appropriately. Builds relationships & is respectful to others. Maintains a suitable professional appearance & is an ambassador of FILTERMIST INTERNATIONAL COMPANIES at all times. Quality & Customer Experience - Understands FILTERMIST INTERNATIONAL quality requirements and objectives. Is aware of internal and external customer needs. Has an active interest and pride in FILTERMIST INTERNATIONAL & the service and quality we deliver. Continuous Improvement - Understands the need for Continuous Improvement. Integrates new learning into existing skills. Is aware of the need for continuous learning, for development and improvement both Business & Personal. Protecting People & Our environment - understands the importance of safety and welfare both internally and externally & works to ensure we adhere to all regulatory requirements.</p>	
Role definition:	
Design and deliver projects safely, efficiently and on budget.	
Key areas of responsibility, duties and the deliverables expected:	
<ul style="list-style-type: none"> Formulate realistic parameters for each project, including design elements and implementation procedures Consultative planning and design with the customer, developing specifications for all aspects of the project Create project timing plans Working alongside colleagues to coordinate contracts/projects ensuring they are safe, efficient, on-time and on budget Monitor and complete contract close out, extension or renewal as appropriate Coordinate and manage multiple projects Attend the Weekly Progress Meetings (internal as well as with Clients) and assist in preparation of minutes of meetings Monitor work in progress and prepare a weekly report of the status of each assignment Coordinate materials and assist in the logistics, shipment and receipt at construction site When the contract has started, act as the main point of contact for clients, site managers and building contractors <p>Day-to-day duties include:</p> <ul style="list-style-type: none"> Evaluating layouts, plans and estimates, including budgets and timescales Preparing and presenting documents for tender Planning, and briefing project teams, contractors and suppliers Creating detailed timing plans and reporting to the Client Supplying information to resolve any disputes Client visits and site auditing of contractors/subcontractors Ensuring that contracts run safely, on time and on budget Provide technical assistance to colleagues and to customers on ALL areas where appropriate Manage the CARs system for your nominated contracts <p>Reporting to Contracts Manager</p> <ul style="list-style-type: none"> Weekly updates/progress reports and up-dates on current projects including start and completion dates. For high value projects a more in-depth status update will be required Communicate safety reports on any incidents minor or major as they happen. Ensuring they are communicated to the CM & SEM, QHSE Participate in three monthly 1-to-1s to discuss progress 	

Training:

- You will be required to carry out training courses and sessions to ensure you stay up to date and qualified
- Collaborate with the Contracts Manager and Design Engineers to create more efficient methods and maintain profitability
- Carry out in-house training sessions with colleagues

Typical Skills/Experience as follows:

- Dust Industry background (essential)
- 2D/ 3D AutoCAD experience (essential)
- A health and safety qualification (IOSH/ NEBOSH/ SSSTS / SMTS) (desirable)
- P600/P601/P602/P604 desirable (desirable)
- HND / HNC in engineering or technical subject preferable (desirable)
- Previous industry experience (essential)

Remuneration & Benefits:

Available on request

Role Location:

Telford HO, site and remote working.

Why Filtermist?:

Filtermist International Ltd, part of the Swedish [Absolent Group](#), has been established for 50 years and is the UK market leader for oil mist extraction. Our UK made oil mist filters are trusted by world leading manufacturers in more than 60 countries in industries ranging from aerospace and automotive, to food processing and medical device manufacture.

Our company has diversified in recent years by extending the products and services we offer through both organic growth and targeted acquisitions. In addition to Filtermist oil mist filters, Filtermist International is responsible for the following brands: [Dustcheck Ltd](#), [Cades Ltd](#), [DCS Ltd](#), [Ecogate Ltd](#), [Gallito Ltd](#) and [Multi-Fan Systems Ltd](#).

It is also the UK distributor for sister company [Absolent AB](#) and provides a UK wide installation and maintenance service, as well as CoSHH compliant LEV Testing for all makes and models of LEV systems.

We target excellence throughout all aspects of our businesses. We pride ourselves on operating an ambitious, fast growing and fast-paced company that offers a wide range of opportunities for employees due to ongoing significant growth.

We actively participate in lots of national funding raising initiatives throughout the year and support several charities, individuals and organisations that have direct connections with our employees. All employees can nominate causes close to their hearts for possible financial support.

We drive our businesses with key behavioural competencies that underpin how we do business - making all Filtermist companies great places to work.