

**Job title** | Contract & Drawing Controller    **Reporting to** | Planning & Estimating Manager

**Location** | The role will be based across our Leicester sites

**Hours** | 08:30 to 17:00, Monday to Friday with a daily 1 hour lunch break

## The Company

---

The Nylacast Group are a worldwide leader in the design, manufacture and supply of engineering plastic solutions, with a global brand presence and 9 worldwide locations.

## The Role

---

The successful candidate will be a key member of the Order Processing Team within the Planning Department. The primary role is to ensure that customer orders are accurately processed through Planning and returned in a timely manner, and in accordance to the sales order processing and planning procedure. Further responsibilities lie with the management of customer drawing files.

## Experience & Requirements

---

### Main duties include:

- Complete contract review procedure on all orders to include; review price, highlighted manufacturing and drawing format requirements against estimate, checking of drawing revision, quality documentation requirements and any other customer instructions.
- Liaise directly with customers on order and drawing queries and follow through to resolution.
- To work closely with the Estimating, Sales and Production departments to resolve issues/queries in a timely manner.
- To work with the Drawing Office in the creation of supporting drawing formats.
- Aid the Planning and Estimating process when required and be prepared to train in other departmental roles as and when necessary.
- Accurately maintain electronic control of customer drawing database and ensure that all customer orders have the correct drawing issued to them.
- Manage revision changes to customer drawings.
- Issue documents and drawing files in a controlled manner, throughout the business.
- Adopt a flexible approach to work and be prepared to pick up other duties.
- Provide support and assistance to other departments.

### Desired Skills and Qualifications:

- Excellent organizational skills and attention to detail.
- Clear and confident communication and literacy skills.
- Previous exposure to engineering drawings, 2D and 3D drawing formats.
- A good knowledge of drawing revision and database management processes.
- Experience of Adobe editing tools.
- Accurate data entry skills.
- Experience of CAD systems, ERP systems and Microsoft apps.
- Applicants with either an Engineering, Manufacturing, Technical or Quality background will be at an advantage in the selection process for this role.



**Equal opportunities and other information/terms:**

Nylacast Ltd welcomes the talent of people from diverse backgrounds to provide expertise dedication and imagination to propel us to a prosperous future. We believe that all employees have a right to be treated with dignity and as such will not tolerate any form of harassment and furthermore Nylacast operates Non-Smoking Policies.

Please note due to the high level of Applications/CV's that we will potentially receive, we will only be contacting applicants that will be taken through to the next stage