

Job title:	Change Coordinator Junior
Department:	Product Architecture
Reports to:	Product Architecture Manager
Responsible for:	n/a
Location:	Warwick
Hours of Work:	37/week
Closing date:	24/09/2024

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

- Effective Implementation of Change
- Product configurator maintenance and data control
- Risk evaluation and initiating mitigation actions
- Driving collaboration between departments and businesses

Main Duties and Responsibilities:

The Change Coordinator Junior will:

- Handle day-to-day activities related to changes proposed by Engineering, ensuring the business is informed about them and minimizing impact on production.
- Guarantee correct implementation in production with minimal obsolescence and cost impact, ensuring all implementations are registered in the system.
- Assist with the maintenance and improvement of all internal processes, focusing on automation.
- Contribute to the improvement of Teamcenter and MRP system workflows, aiding Engineering and Business in minimizing the time required for a change to move from start to end.
- Keep Configurator team informed about impacts on the Product Configurator/Customer Orders and support Data Control updates and maintenance of MRP system.

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite



you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• Change Management/Product Life Cycle Management	E
• Technical Drawings, Product Structure and Bills of Materials (BOMs)	E
• MRP/ERP platform	D
• Siemens Teamcenter	D
• Applicable regulations & standards.	D
• Design within engineering	D
• Microsoft Power tools, Siemens Mendix or similar low code applications	D

Experience	
• Previous experience in Trucks and Automotive industries	D
• Experience in a business of similar product volumes and complexity.	D
• Experience with product configurators	D
• Continuous improvement / Kaizen	D

Education / Qualifications	
• HNC/HND or equivalent in Engineering or a related technical field	E
• Bachelor's Degree or equivalent in Engineering.	D
• Six sigma / Greenbelt Certification	D
• Project Management Certification (CAPM, PMP, PRINCE2, AGILE)	D

Job-related skills & abilities	
• Ability to communicate (verbally & written) at all levels in the business.	E
• Ability to host meetings and drive issues through to completion.	E
• Attention to detail.	E
• Active Personality with Proactivity for improvements	E
• Takes Accountability	E
• Well-developed problem solving techniques, 8D.	D
• Spanish Language or ability with non-English Languages	D
• Ability to act on own initiative whilst maintaining the expected deliverables.	D
• Proactive for solutions and makes decisions.	D

Other requirements	
• Occasional overtime	

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____

Manager name _____ Manager signature _____ Date _____

