

JOB VACANCY: ASSISTANT TECHNICAL MANAGER

A fantastic opportunity has arisen to join Ballyclare Limited as part of our Technical team based at the Stockport Head Office.

Job Description:

To assist the Technical Manager in all day to day activities regarding all Technical garments / products supplied by Ballyclare Limited.

The Role:

- Gain an understanding of product Standards and Test Methods in the following Market Sectors (including bought in products).
 - Fire
 - High Visibility
 - Waterproof
 - Arc
 - Network Rail
 - Public Order
- Document all work being carried out with Test Houses, including keeping a log of all outstanding activity
- Create / Maintain library of test reports / certificates
- Create / Maintain library of Standards documents, including Test Methods
- Assist with the creation of Technical Files
- Co-ordinate creation of swatch samples for testing, as well as taking these to the relevant test houses as required.

The Person:

- Highly organised and meticulous
- Ability to adjust priorities and manage time wisely
- Develop and maintain a level of technical expertise
- Communicate at all levels, internally with colleagues and externally with customers
- Work closely with the Technical Manager assisting in projects and tasks
- Excellent communication skills (both oral and written)
- Business-like, corporate, professional attitude
- Ability to deal with senior management contacts
- Strong IT skills (MS Office – essential)
- Self-motivated and target-driven attitude

Close Liaison With:

- Product Development & Supply Chain Team
- Sales Team

If you would like to be part of the team then please send a copy of your C.V and covering letter to louise.robins@ballyclarelimited.com