



## Job Specification – Design Office Supervisor

Fantastic opportunity to join Britain's largest aluminium furnace provider as they prepare for growth in one of the most sustainable and versatile markets in the world.

With more than 50 years in the industry Mechatherm has provided bespoke aluminium furnaces and casthouse equipment to major producers and recyclers around the world. Having recently opened new offices in both North America and India Mechatherm is set for growth and are expanding their design team to help achieve this.

### Primary Role

The Design Office Supervisor is responsible for leading the design team and overseeing the production of accurate, high-quality engineering drawings and documentation. This role ensures that design outputs meet project requirements, industry standards, and are delivered on time to support manufacturing and project delivery.

- Lead and manage a team of design engineers and CAD technicians.
- Plan and allocate design resources to meet project deadlines and priorities.
- Review and approve technical drawings, ensuring accuracy and compliance with standards.
- Manage work being assigned to off-shore resources that it is of good quality and done in a timely manner.
- Collaborate with project managers, production teams, and external suppliers to ensure designs are practical and manufacturable.
- Maintain and improve design processes, documentation standards, and CAD systems.
- Support the development of new products and modifications to existing designs.
- Ensure adherence to health, safety, and regulatory requirements in all design activities.
- Provide technical guidance and mentorship to the design team.

### Reporting Requirements

- Track and report engineering design packages for mechanical and electrical work on Monday.com
- Submitting expenses, in accordance with company expense policy, and time sheets weekly.

### Responsible To

Chief Technical Officer

### Persons For Whom You Are Responsible

N/a

### Confidential Information

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#### Mechatherm International Limited

Haden House | Waterfall Industrial Estate | Waterfall Lane | Cradley Heath | West Midlands | B64 6PU | UK

**T:** +44 (0)1384 279 132 | **E:** sales@mechatherm.co.uk

Reg. No 1112880 | VAT: 210 3996 81

Will not relay details of any Mechatherm's or clients' information to third parties.

### **Degree of Supervision**

Able to work individually (self-motivated) or as part of a larger team.

### **Working Conditions**

Primarily in the UK at Mechatherm's head office. We typically export over 70% of our turnover so a significant amount of foreign travel will be required. Typically, these visits will be less than one week, but the individual must allow a degree of flexibility.

### **Required Skills/Experience**

- Proven experience in a senior design or design management role within an engineering or manufacturing environment.
- Strong understanding of mechanical design principles and manufacturing processes.
- Proficiency in CAD software (e.g., SolidWorks, AutoCAD, Inventor).
- Experience managing design teams and coordinating with cross-functional departments.
- Excellent communication, leadership, and organisational skills.
- Ability to manage multiple projects and adapt to changing priorities.
- Familiarity with PDM/PLM systems.
- Experience working with external manufacturers or subcontractors.
- Knowledge of electrical or multi-disciplinary design integration.
- Understanding of lean design and design for manufacture (DFM) principles.

### **Benefits**

Private Healthcare

Critical Illness Cover

Global Travel

1pm Finish on Fridays

### **How to Apply**

Send a CV and cover letter to [recruitment@mechatherm.co.uk](mailto:recruitment@mechatherm.co.uk)

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