

<h1>Job Description</h1>	Electric al Enginee ring Support	Job description n° xx
		Revision : 0
Škofja Loka		
Scope Central		

Purpose of employment

The main purpose of the job is to provide Engineering support for different projects in Europe.

- Preparing technical descriptions for electrical works
 - MV- and LV power supply for production plants
 - Switch cabinet assembly
 - Cable installation
 - Signal exchange between machines
 - Machine safety
- Checking electrical design from machine suppliers (EPLAN, ELCAD, ...)
- Checking machine installation and function (factory acceptance tests) and reports
- Visits in KI plants, technical meetings with site teams

Reporting to

This position reports hierarchically to the Head of E&I and functionally to the Electrical Support Engineering Manager in the Central Engineering department in Škofja Loka.

Missions and responsibilities

- Guiding our machine suppliers:
 - to follow the fitness for use (FFU)
 - to follow our technical descriptions (TD's)
 - to follow international and local standards
- Organizing and leading meetings with suppliers:
 - to explain our requirements (FFU, TD, ...)
 - to discuss and fix interlocks
 - to discuss safety requirements
 - to discuss machine operation
- Writing:
 - technical descriptions (together with EM)
 - function descriptions
 - operating descriptions
 - other documents

- Checking and validation:
 - Offers from suppliers (content, FFU, TD)
 - EPLAN drawings with our “Basic for electrical design”
 - Preliminary- and final documentation of suppliers.
 - Design and execution from supplies and being present during Factory acceptance tests.
 - Cable dimensions, choice of equipment
- Preparing checking-reports and follow up lists.
- Travelling:
 - To plants to collect project relevant information.
 - To suppliers to make factory acceptance tests (FAT) with reports.
 - To support our electrical supervisors on site
 - To support during commissioning

Measurable indicators		
Field	KPI	Indicator
HSE (mandatory)	Compliance with all health and safety rules applicable to the position.	No TRIR during working hours, proven knowledge of DASH and ASAH guidelines. Following instructions and leading by example. At least 5 safety dialogues in offices and plants per year.
CI (mandatory)	Participating in group Must Win Battle projects (CI, ComEx, Digitalization including CRM).	Successful implementation and follow-up on result of Must Win Battle projects.

Respect the Knauf values and apply them in our daily work: Commitment, Entrepreneurship, Partnership and Menschlichkeit.

Qualifications and experience required

- Engineer or equivalent by experience.
- At least 5 years of experience in power supply and E&I systems
- Located in Škofja Loka as a base.

Required skills

- Language: Fluent in English. Any other language is a plus.
- Autonomous, organized, proactive.
- Ability to communicate effectively and work as part of a team with engineering and Project managers; work within deadlines and adjust external resources as required.
- Having the ability to create and maintain a positive relationship.
- Being organized in archiving documents (supported by different software tools)
- To be assertive and have self-confidence in presenting and supporting conclusions, having communication and interpersonal skills.
- Be able to multi-task and prioritize work (different projects and technologies)
- Ability to be a creative thinker; willingness to try new approaches.

Quality - Hygiene – Safety – Environment – Energy

Every worker has the obligation to take care of his / her safety and health, as well as that of his colleagues, including subcontractors. The worker also ensures the respect of the Values, knows and respects the rules and contributes to the objectives of the site and the group with regard to QHSEE.

Percentage of trips: up to 30% - On site assignment for plant start-up's to be defined.