

Interested in this position? Please send your application to: Fenna.fokkema@thomassen.psm.com

TECHNICAL ADMINISTRATOR PRODUCT ENGINEERING & MANUFACTURING

Are you ready to Power Up your Career?

Thomassen Energy (TEN) is the leading provider of aftermarket service and solutions to the gas turbine-focused energy industry. Thomassen Energy is part of the South Korean Hanwha group of companies and has a strategic focus on zero carbon emissions solutions.

Working at Thomassen Energy means working in a positive working atmosphere with good working conditions. We offer a sustainable career with an eye for your personal development, and in which growth is possible within the various disciplines of the organization. We coordinate the needs of the organization and the wishes of the employee as much as possible. Internal and external training can be part of this and every employee has an annual training budget for this.

Thomassen Energy has a collegian working atmosphere where colleagues help and challenge each other. Together we work on the organizational goals and where necessary, we are flexible in our efforts to satisfy our customer.

Thomassen Energy is ready for the future and playing a significant role within the energy transition, partnering up with business partners fully dedicated to deliver High Hydrogen Gas Turbine Retrofits within the very near future.

Would you like to be part of this transition?

What will you do

1. OBJECTIVE OF THE POSITION

Ensure the full traceability of all production documentation, financial verification and customer certificates for dedicated products in Product Engineering (PE) & Manufacturing (PMF). By this the completeness of documentation is checked as well as that all documentation is easily accessible for the rest of the organization.

2. PRIMARY RESPONSIBILITIES

- Ensure full production documentation traceability
- Check completeness and on time delivery supplier quality documentation
- Provide customers certificates
- Arrange all related SAP handling

3. SPECIFIC TASKS

Department

- File and arrange PMF documentation in PMDOC
- Complete KPI's monthly in collaboration with Manager
- Key User SAP for PP

Production

- Define the production set-up of all PE/PMF related products in SAP (MM settings, PP settings and QM Settings) with the team
 - Ensure full production documentation traceability, i.e. tracking of batch / serial numbering, ADP's, NCR's, inspection results and production certificates
 - Financial verification of invoices and production orders together with AFC
 - Set-up certificates and technical documentation for customer orders
 - Manage transport of goods during production, including customs details, warehouse and corresponding SAP transactions
 - Expedite production planning to ensure an on time delivery
 - Expedite non conformities in the department
- Work preparation for shop activities related to dedicated PE/PMF products

Production improvements

- Implement cost saving programs in production together with EPS and PRC, e.g. by proposing changes in design, supply chain, working procedures, etc..
- Review lead times and improvements
- Propose and implement SAP PP improvements for efficiency gains

4. COMPETENCES

The following competences are required to fulfill the job.

Education

- Vocational Education level (MBO-4+) in a technical administratively direction
- Technical affinity is preferred

Additional Training

- Basic Gas Turbine Introduction Training
- SAP – MM, PP and QM at Thomassen Energy
- General Product Engineering & Manufacturing training

Experience

- Relevant experience with SAP (MM, PP and QM) for at least 3 years
- Experience with Microsoft Office
- Experience with quality systems
- Good (writing and speaking) skill of the Dutch and English language

Personal skills

- Commit to Quality
- Interpersonal skills and teamwork
- Align with strategy and direction

5. PLACE WITHIN THE ORGANISATION

Position hierarchically reports to the Manager Product Engineering. Similar positions regarding level in the organization are e.g. Buyer, Administrator and Customs & Traffic assistant.