

Advanced/Apprenticeship Opportunity

Project Control Apprentice

Purpose of job	This will be an entry role into the ATLAS ELEKTRONIK UK Project Control Office (PCO), providing Project Management support to the Divisional and Project Management communities.
Reporting relationships	Reports to the Head of the Project Control Office
Location	Dorset Innovation Park, Winfrith
Employment status	Fixed Term Contract, 37 hours per week

ATLAS ELEKTRONIK UK (AEUK) is a growing business that is building on its legacy of innovation for underwater systems for the Royal Navy. Operating from its Headquarters at Winfrith in Dorset, AEUK has invested in its unique in-house test and integration facilities in order to support its growth in supply to UK and export markets of submarine and ship systems, including sonar, autonomous systems, marine electric actuation and mine counter-measures. AEUK has waterside access in Portland Harbour that provides AEUK and its partners with excellent facilities to test systems at sea, particularly those from its Autonomy portfolio.

AEUK is a leading innovative maritime systems company operating throughout all phases of the acquisition and engineering lifecycles, from Concept to In-service Support. With over 400 employees, AEUK is the largest subsidiary in the ATLAS ELEKTRONIK Group. ATLAS ELEKTRONIK Group is part of thyssenkrupp Marine Systems.

ATLAS ELEKTRONIK UK is looking to employ an Apprentice within the Operations division to assist the Project Control Office.

You will be given guidance and mentoring to develop your skills in supporting a range of tasks.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- An interest in project management.
- An appreciation of cost, planning and project management principles/techniques.
- Good communication, interpersonal and presentation skills.
- Able to work as part of a team.
- Good telephone manner.
- Good attention to detail
- Flexible and adaptable to meet project/business deadlines
- Reliable and conscientious
- Willing to learn, confident to ask questions if unsure

Challenges

- Able to identify areas of discrepancy and / or deviation and be able to challenge individuals.
- Willing to learn from the technical teams to develop an understanding of the project portfolio.
- Able to seek root-cause problems and find solutions.
- Able to work to set monthly project lifecycle deadlines, that cannot be missed.
- To be willing to work additional hours on occasions if required for a specific reason.

... a sound decision

What we are looking for in you

- Minimum of 5 GCSE's, or equivalent, at Grade A* - C (New grading: 9-4) including English, Maths and a Science.
- Willingness to develop at college
- Self-motivated and ability to work under supervision

More information

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to recruitment@uk.atlas-elektronik.com

by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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