



Project Planning Engineer/Planning Administrator

Full time- Permanent

Do you have experience in projects, engineering or maintenance administration?

2M Group of Companies are looking for an Engineering Department Project Planning Engineer/Planning Administrator to join our small but growing engineering team, based in Middlesbrough but with a willingness to travel and carry out duties on our other sites throughout the UK and occasionally abroad. This is an opportunity for someone experienced in project planning or someone wishing to move from a more administrative role into project planning/management to join a developing engineering team within the 2M Group of Companies. Some planning/project management experience and an engineering qualification would also be advantageous but is not essential.

What you'll be doing...

Provide planning support across multiple engineering projects across all our 2M Group sites:

- Develop project costs across multiple engineering projects and monitor throughout the lifecycle of the project.
- Plan engineering resources to support the wider business and ensure that the group CAPEX plan can be delivered on time.
- Manage the engineering task list, monitor costs, resources, and deadlines.
- Liaise with 2M Group operational sites to help develop the annual CAPEX plan.
- Support the engineering team in non-project-based activities such as writing procedures, resource planning, establishing policy, budgeting, recruitment etc, to support the drive to continuously improve and optimise the operation of the engineering department.
- Help manage department documentation in regard to projects, management of change and contractor selection.
- With the help of the wider engineering and maintenance department, develop an internal audit procedure and carry out internal auditing, managing results and actions.
- Manage engineering procedures, ensuring they are up to date, complied with and reviewed on a regular basis.
- With the help of the wider engineering department, develop and manage a critical spares management system.
- Help implement and further develop the engineering project management procedure and monitor adherence.

Your background...

Must have...

- A background in project administration, engineering administration or similar.
- High level of IT competency, particularly in Microsoft Office & Microsoft Teams.
- A high level of administrative organisation skills.
- Ability to work alone or as part of a team.
- Willingness to travel as required, with own transport preferable.
- A keenness to further develop or learn new skills through continuous professional development & training.

Nice to have...

- A suitable engineering qualification (NVQ/HNC/HND or Degree).
- Knowledge of relevant engineering & chemical legislation (COMAH/DSEAR/PSSR etc) is desirable, but training can be provided.
- Experience with engineering drawing packages like AutoCAD and/or Visio would be desirable but is not essential.
- Experience of the chemical, oil & gas, pharmaceutical and/or personal care industries is desirable.

What we can offer you...

- Career development opportunities
- A dynamic and friendly environment
- Generous holiday allowance with buy/sell holiday scheme
- Mental and physical wellbeing initiatives
- Volunteering days

Sound like a good fit? email recruitment@2m-holdings.com to apply



Group of Companies

www.2m-holdings.com

A bit about us...

Maintaining a portfolio of Material & Life Science companies, the 2M Group of Companies is committed to delivering chemistry-based solutions for a better life today and a better world tomorrow.

The 2M Group of Companies is headquartered in the UK with customers in over 90 countries and have established a strong presence as market leaders in the chemical industry since our formation in 2004.

We are a friendly team with an innovative culture that works together to get things done. We trust everyone equally and fairly and encourage our people to be truly creative and think outside the box.

Sound like a good fit? email recruitment@2m-holdings.com to apply