

PERSONNEL VACANCY



NOTICE NO.: 2018

Engineering Trainee Howden Donkin Port Elizabeth Offices

PURPOSE OF THE JOB

Gain experience of the Donkin Fans departmental operations with the view to substitute in a Junior capacity in any of the Howden Departments. This will be a 1 year internship programme.

KEY RESPONSIBILITIES:

- Spend time with Senior Staff to learn the basic aspects of their respective operations
- Undertake diverse in-house tasks assigned by mentors (as described by their JD's) to gain working experience of the Howden Donkin products, design, applications, manufacture, spares, project management & QA.
- Provide a resource for fan testing to assist the testing department of their daily activities.
- Obtain enquiries from clients ensuring all clients needs have been recognized and supported.
- Compiling and submitting of tender documents to clients in accordance with client's specifications and or requirements.
- Travel between Johannesburg and Port Elizabeth as and when required.
- Upon completion, be able to provide a simple example of a complete job (tender/sales/production) demonstrating the ability to substitute in a junior capacity within the Donkin business.
- SOX Compliance: Adhere to Sarbanes Oxley and AX controls

QUALIFICATIONS / EXPERIENCE:

- Mechanical Engineering Qualification (BTech, Diploma)
- Good interpersonal skills
- Positive Attitude and willing to learn.
- Attention to detail
- Self starter
- Computer Literacy in MS package
- Excellent command of both written and spoken English
- Valid Driver's Licence

This is an equal opportunity position

CONTACT PERSON: Neliswa Duma

E-MAIL ADDRESS: Neliswa.Duma@howden.co.za

CLOSING DATE: ASAP

Please note: No late applications will be considered.

If you have not had a response within 2 weeks of the closing date, consider your application unsuccessful. No correspondence will be entered into in this regard.