Oxford Space Systems is a multi-award-winning space technology business developing novel deployable spacecraft structures that are lighter, less complex and lower cost than those in current commercial demand.

Our vision is to become the global leader in deployable antennas for space. By working with leading academic & commercial collaborators, we're developing genuinely innovative deployable antenna solutions for the world's leading satellite builders.

Based at the Harwell Science and Innovation Campus - the UK’s Space Cluster - Oxford Space Systems enjoys access to world-class facilities including our own purpose built facility which houses Harwell site’s largest cleanroom.

**Position: Design Draughtsperson/ Procurement**

**Main duties:**

- Creation of manufacturing piece parts and assembly drawings using SolidWorks, in accordance with ISO 8888.
- Apply tolerances according to functionality and manufacturability.
- Configure parts using SolidWorks PDM enterprise.
- Check drawings created by other team members.
- Create procurement process sheet from Bills of Materials.
- Take ownership and lead the OSS flight parts procurement process to ensure the following:
  - All orders are procured to schedule
  - All orders are tracked and chased
- Monitor supplier performance indicators
- Develop relationships with suppliers to negotiate the best prices and delivery times for the company
- Identify and research potential new suppliers to meet current and future workloads
- Research new products and services to meet company's goals
- Develop and implement strategies for procuring.
- Provide annual customer feedback on their performance
- Visit sub-contractors/suppliers when required
- Support the MAIT lead in related activities and reporting, as required
- Identify and propose business improvements and if approved support their implementation
Essential Skills and Experience:

- Minimum HNC or equivalent in a mechanical engineering discipline with strong relevant experience
- Comprehensive knowledge of detailed drawings, surface finishes, tolerances, materials, etc
- Previous experience of the Space Industry is advantageous
- Knowledge of the relevant ECSS standards for the Space sector
- Apprentice-trained a distinct advantage
- Knowledge of manufacturing techniques to support design for manufacture.
- Ability to critique design to improve ease of manufacture.
- Understanding of engineering materials, surface treatments and finishes.
- Proficient in the use of Microsoft Office software.
- At least 2 years’ experience of working in the space industry or other regulated industry is preferred.
- The ability to quickly understand new technical concepts is essential.

Personal:

- Demonstrate a common sense/pragmatic and logical approach to problem-solving to find simple solutions to complex problems
- Excellent interpersonal skills
- Excellent written/verbal communication and presentation skills
- Self-motivated to meet objectives
- Strong organisational skills
- Ability to work both alone and in teams as required by the individual task
- Ability to work within defined timescales to meet programme milestones
- Ability to work on several projects at any one time
- Driven by technical challenges, problem-solving and practical implementation of new ideas
- Willingness to learn and share knowledge with other members of the team
- Due to the sensitive nature of projects applicants must be eligible to gain SC clearance (normally have been a UK resident for a minimum of 5 years), exceptions will be reviewed on individual merit.

If you are interested in working with Oxford Space Systems at this exciting point in the OSS story please email CV and covering letter to jobs@oxford.space with the job title you’re applying for in the Subject line of the email.

Please note that only suitable candidates will be contacted.

If you are not successful in your application your data will be destroyed within 6 months of your application. We may retain your email details for future opportunities, please inform Oxford Space Systems as part of your application if you do not wish us to hold your personal email.