JOB DESCRIPTION

Job Title: Administrator - Lifecheck

Job Purpose: Responsible for the smooth day-to-day running of the Lifecheck data base system, providing accurate history of components.

Key Accountabilities:

To oversee all Lifecheck working procedures and maintenance to include:

- Enforcing a uniform numbering and naming system to enable the expansion of reporting by extracting information direct from the data base
- Allocation of specific locations within the system prior to each event
- Allocation of mobile hardware, detaching and attaching mobile users
- Maintain, upgrade, record and implement software upgrades, ensuring standards and appearances are maintained
- Analyse component lifeing for safety and cost saving
- Training of the Lifecheck system and Lifecheck support for all other departments

Create, update and circulate all car documentation not covered by Build Spec or Technical Bulletins to include:

- Write and maintain the SWRT car build book ensuring the most up to date information is available at all times
- Manage the transformation of car records to electronic copies
- Manage the car fasteners manual