

Job advertisements

[Business](#), [Industries](#)



CONTENT: Need more details on the interviewer skills (the last question)

Name: Course: Instructor: Date: Job Advertisements Job Title: Senior

Engineer in an Automobile Company Job Description The

Automobile/automotive engineer is charged with, designing, developing, testing, building, and modifying models of vehicles. He/she is involved in designing automotive parts for engines, batteries transmissions among other parts, testing them and other duties as delegated by the chief engineer.

Salary Range The salary of the automobile engineer ranges from \$39, 550 to \$78, 000 annually, excluding allowances and benefits that come with the

position. Allowances and Benefits The chosen applicant will be entitled to a

leave of 30 working days annually, medical cover for the family, insurance

cover for the chosen applicant, and an opportunity to more training. The

allowances include traveling allowance and house allowance. Responsibilities

and Duties Conducting research based experiments Developing new designs

for engine and other parts of a vehicle based on research carried out

Modifying existing equipments and parts for improvement in the vehicles as

well as production equipment Using computerized support in the work and

testing of vehicles upon completion Work towards reducing emissions of

harmful to environment, which is a major concern in the current world He is

also responsible for ensuring coordination of operations in the production

line and research workshops. Supervising the workers directly below him/her

position. Carrying out other duties as directed by chief engineer Knowledge

and Skills Required The ideal applicant will be required to have a strong

interest in engineering and designing of vehicles, competent in solving

problems, planning ability, and good in researching. In addition, both written

and verbal communication are necessary, good technical writing skills for writing technical reports and able to work with a team as well as offer leadership and motivate workers.

Minimum Qualifications Bachelor's degree in mechanical engineering from a recognized institution A Master's degree related to the field is an added advantage Four years experience in a similar position within a busy organization Good in using computer applications to mechanical work Must have work in an automobile company/organization for a year Other qualifications related to the above are welcome. Addressing and submission of application All applications must be turned in to the Human Resource Department through email at . Hand delivered applications can be dropped directly at the reception desk of the hotel. Postage is not recommended due to time. All applications must reach the human resource before 12: 00 noon on March 20, 2012. Interview Rating Sheet Applicant's name: Position: Education requirements Excellent () Meet all requirements () Meets some of the requirements () Does not meet the requirements () Comments by interviewer Relevant experience Excellent () Meet all job requirement experience () Meets some of the requirement experience () Does not meet the requirement experience () Comments by interviewer Required knowledge and skills Excellent () Meet all requirements () Meets some of the requirements () Does not meet the requirements () Comments by interviewer Strengths of applicant Weaknesses of applicant Overall rating Excellent () Meet all requirements () Meets some of the requirements () Does not meet the requirements () Comments by interviewer Interviewer's skills note The interviewer must review the applicant's cover letter as well as

the resume to have a background to prepare. The interviewer should have questions prepares in advance with specific information to look for.

Make sure all the questions are in accordance with the national rules and bias should be avoided. A recording method should be formulated to ensure uniformity of the records. In addition, the interviewer must be good in communication and judging skills through conversations. Some of the skills that interviewers need to have will include being a good listener, which is the most basic skill required. The interviewer should listen more than he does considering he/she will be getting information from the interviewee.

Interviewers must ask the right questions, and know how to ask in the right way that guarantees best response.

In addition, the interviewer must be presentable and well organized prior to the interview. He /she must also be able to maintain eye contact with the interviewee during the interview. Simply, the interviewer must be very good in all communication skills, especially with listening skills.