

## Electronics Engineer

Location: **UK Head Office, Hemel Hempstead**

Department: **Operations**

Reports to: **Principal Electronics Engineer**

Direct reports **None**

H.E.L Contact: **Al Lockley**

## About H.E.L and this role

Our mission at H.E.L Group is to make a healthier, sustainable, safer world for everyone. We equip scientists with the right tools and knowledge to develop safe, efficient new processes and molecules that benefit the world and its population. Our core values are:

Being **insightful** through experience,  
Being **collaborative** by design,  
Being **tenacious** in spirit,  
Being **proud** of progress.

We operate globally with offices in London – UK (HQ), Princeton – USA, Beijing – China, Mumbai – India, and Singapore and field-based staff across our direct regions and trusted partners in distribution territories.

## Key Responsibilities of the Role

Electronics Engineer is responsible for builds (including Integration and calibration) of projects assigned to them. They will ensure that H.E.L Instrument builds are completed on time and within budget and the quality of the goods provided to the customer is of the highest standard. This will lead to strengthening of the company's relationships with customers and encouraging them to view H.E.L Ltd as the preferred supplier of solutions for their work, resulting in increased sales of H.E.L Ltd's products.

- Attend Project Kick Off Meeting (where applicable) and work with Project Manager to understand the scope of the project.
- Confirm Project requirements with the Project Manager and agree strategy so that any potential issues can be pre-empted and decisions made on the best solutions.
- Generate electrical system diagram and project time estimation, and review with Electronics Supervisor. Once approved send project time estimation to Project Manager.

- Review stock requirements for each project and work with Purchasing & Stock Manager, to ensure on time delivery of materials for the project.
- Carry out build of the electrical and electronic assembly(ies), in line with agreed schedule, to ensure on time delivery of project.
- Ensure the build is documented correctly following standard operating procedures.
- Integrate and calibrate H.E.L Instruments, following standard operating procedures and testing protocol
- Ensure an Electronics review is completed and address any shortfalls.
- Provide feedback for H.E.L's quality and continuous improvement system.

## Other Duties

- Electrical admin tasks (eg. H.E.L Hospital repairs, works packages).
- Work with Purchasing & Stock Manager to ensure optimal Electrical stock levels are maintained.
- Deputise/cover for other Electronic Engineers as and when required.
- Deputise/cover for Line Manager as and when required.
- Take part in client site visits as and when required.
- Positively contribute to the efficient working of the Electronics and wider Project teams.
- Cooperate and effectively work with other staff to achieve high levels of employee satisfaction.
- Other duties as required.

## Candidate Requirements

### Essential Skills and Experience

- Proven background in electrical assembly
- Understanding of circuit diagrams
- Understanding of analogue and digital electronics
- Competent in the use of Microsoft Office (Word, Excel, PowerPoint, and Outlook) email and use of the Internet
- Has an approachable manner that encourages interaction with others
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- Strong commitment to quality
- Clean Driving Licence
- Fluency in written & spoken English

## Desirable Skills and Experience

- Strong electrical assembly skills
- Ability to work under pressure of multiple projects and tight deadlines
- Excellent troubleshooting skills
- Ability to be flexible in work schedule and accommodate unexpected work changes.
- Ability to work effectively both interdepartmentally and internationally

## Training Provided

- Up to one-month initial training on the H.E.L Ltd product lines
- Training on company business information systems applicable for role
- Health & Safety training, as required
- On the job training

### Physical Demands:

- The ability to travel regularly up to 20% of the time

## Physical Demands of the Role

### General Check all that apply

Criteria	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feel			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch or crawl		x		
Talk or hear				x
Taste or smell		x		

## Weight lifting or force exertion

Check all that apply

Weight	Amount of Time			
	None	Under 1/3	1/3 - 2/3	Over 2/3
Up to 10 pounds (4.5 kg)		x		
Up to 25 pounds (11.5 kg)		x		
Up to 50 pounds (23 kg)		x		
Up to 100 pounds (45 kg)		x		
Over 100 pounds (45 kg)		x		

## Specific Vision Requirements Check all that apply

Ability	Required?
Close vision (Clear vision at 20 inches/ 50 centimetres)	YES
Distance vision (Clear vision at 20 feet/ 6 metres or more)	NO
Colour vision (ability to identify and distinguish colours)	YES
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	YES
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	YES
Ability to focus (ability to adjust eyes to bring an object into sharp focus)	YES