

Job Description

Role Title: Electronics Technician

Location of Role	Office
Department	Electronics
Reports To	Principal Electronics Engineer
Direct Reports	None
H.E.L Contact	Steven Whittington
Date Drafted	June 2026

About H.E.L

Our clients are typically multinational companies, universities, and research institutes focused on improving, developing, or scaling up chemical and biosynthesis processes. Most of our products are installed in laboratories or small-scale pilot facilities and typically include reactors at the heart complemented by capabilities such as heating, cooling, and gas and liquid dosing. Our systems operate across a wide range of pressures and temperatures and are fully automated with integrated computer software supplied as part of the equipment.

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

Key Responsibilities of the Role

Primary Purpose

The Electronics Technician is responsible for the electrical assembly, integration and calibration of our automated scientific systems that are assigned to them. Working from defined build documentation, they will ensure all tasks are completed safely, efficiently and on time.

As part of a cross-functional team, the Electronics Technician will be responsible for delivering high quality electronic equipment builds that meet company standards and customer requirements.

The role includes performing quality control inspections, fault diagnosis, troubleshooting, and resolution of electrical hardware issues as required.

They will also ensure that capital equipment and designated work areas are maintained in a safe, clean and operable condition, escalating any potential risks or safety concerns.

This role will primarily be office-based, but occasional travel may be required to support customer and business needs.

Key Responsibilities

- 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.
- 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 equipment, following standard operating procedures and testing protocol
- Ensure an Electronics review is completed and address any shortfalls.
- Perform quality control inspections, fault diagnosis, troubleshooting, and resolution of electrical hardware issues as required.

Other Responsibilities

- Electrical admin tasks (eg. improving standard operating procedures, works packages).
- Mechanical assembly tasks where relevant and required.
- Work with Purchasing & Stock Manager to ensure optimal Electrical stock levels are maintained.
- Deputise/cover for other Electronic Technicians/Engineers 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

- Minimum of 3 years' experience in an electrically-biased role, with demonstrated exposure to electrical assembly
- Technical qualification in a electrical engineering discipline, either vocational or academic.
- Manually dexterous, able to use tools appropriately to assemble products, with a background in mechanical assembly
- Understanding of circuit diagrams
- Understanding of analogue and digital electronics
- Computer literate with skills in MS Office Applications such as Excel, Outlook, MS Visio and MS Teams.
- Personable and approachable manner that encourages collaboration with others
- Strong commitment to quality
- Fluency in written & spoken English

Desirable Skills and Experience

- Methodical, organised and systematic in approach to tasks
- 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 HEL Ltd product lines
- Training on company business information systems applicable for role
- Health & Safety training, as required
- On the job training
- Any other training relevant to the role

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)	X
Distance vision (Clear vision at 20 feet/ 6 metres or more)	X
Colour vision (ability to identify and distinguish colours)	X
Peripheral vision (observing an area above, below, left or right while eyes are fixed on a given point)	X
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	X
Ability to focus (ability to adjust eyes to bring an object into sharp focus)	x