

**Position title:
Project Engineer**

Location: UK Head Office, Borehamwood

Department: Production

Reports to: Project Engineering Manager

Direct reports N/A

H.E.L Contact: Tony Heywood

Job Objective

The Project Engineer oversees equipment manufacture fulfillment, from sales order confirmation through to despatch and installation, while providing technical expertise to the production group and end-users across H.E.L Group's global customer base. The project engineer is responsible for the accurate, on-time, and profitable fulfillment of both engineered to order product lines and configured, repeatable product offerings.

Responsibilities of the role

Key Responsibilities

- Reviewing quotation documents to create a manufacturing work package for the build, including schematics, bill of materials, operations routing, specification statement, and IQ/OQ testing plan in advance of production.
- Ensuring all aspects of the build plan meet specifications listed in the quotation documents through cross-functional contract review meetings.
- Evaluating contractual pre-requisites with internal stakeholders to mitigate transit and delivery time, penalty clauses, and other contractual elements, ensuring on-time receipt to the customer.
- Initial engagement with the customer to provide a milestone timeline, overview of specification, and delivery schedule.
- Consultation with team managers to ensure the release of skilled resources to support timely manufacture, including software construction, development of bespoke materials, electronics engineers, and production technicians.
- Escalating potential supply constraints to the purchasing group.
- Timely engineering change requests to the development team to generate new iterations of assemblies, work packages, and engineering drawings.
- Routine tracking of project milestones during all phases of the project lifecycle and reporting on progress to the line manager, escalating any risks to timely fulfillment.
- Timely maintenance and updating of all related production document management repositories.

- Routine customer engagement, providing meaningful and appropriate updates on project progress to meet H.E.L service excellence expectations.
- Responsible for adherence to all pre-determined quality plans, ensuring that the manufactured equipment has demonstrated repeatability, reliability, and reproducibility before despatch.
- Ensuring accurate training content is provided before despatch, both for the end-users and for the assigned installation resource installation, using existing written collateral, live virtual demonstrations, and pre-recorded visual content.

Other Responsibilities

- Conducting peer reviews on other manufactured systems
- Contributing to the continuous improvement of processes, products, and materials through
 - Change requests
 - Quality Improvement initiatives
 - Implementing Lean Manufacturing principles.
- Occasional support for installation at UK customer sites and Mainland Europe
- Supporting the ongoing training of staff in specialized product lines to deliver a "three-deep" skill capability across all H.E.L. Product SKUs

Candidate requirements

Minimum Education and Experience

- Bachelor's degree or equivalent in a Chemistry or Chemical Engineering discipline.
- Understanding of electronics and/or systems engineering an advantage.
- Fully conversant with analytical methods, measurement, and evaluation of results.
- Computer literate with intermediate skills in MS Office applications such as Excel, Outlook, MS Visio, and MS Teams.
- Experience of ERP systems, preferably SAP Business One
- Clean Driving Licence
- Overseas travel may be required, valid passport essential.
- Fluency in written & spoken English

Preferable Skills and Attributes

- Methodical, organized, and systematic in approach to tasks.
- Able to oversee a program of events and plan accordingly while ensuring timebound milestones are met.
- Critical thinker, with the ability to adapt and progress when presented with unforeseen change.
- Confident, personable, and assertive in customer-facing settings and interactions with global H.E.L staff, peers, and functional heads.

Training provided

- Upon completing the 90-day training milestone, the employee is expected to deliver a project against an assigned product line with minimal supervision. The Initial 30 60 90 Training plan will be created to familiarize the employee with:
 - H.E.L management system
 - Environmental, health and safety policies and procedures
 - H.E.L Product lines, functionality, and applications
 - H.E.L. customer base
 - Order fulfillment processes
 - SAP Business One
- Training on lean manufacturing principles.
- Ongoing training on other existing product lines and R&D innovations.

Physical demands of the role

General Check all that apply

Criteria	Amount of Time			
	None	Under 1/3	1/3 – 2/13	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 – 2/13	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)	YES
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 and object into sharp focus)	YES