



## Terms of Reference / Job Description

Company Job Title	Lab Test Engineer
Working Hours	Monday to Friday 8:30am to 5pm
Approximate time spent away from Orbital Offices (i.e. on site)	This role is based predominantly within our Staffordshire office however the individual may be required to travel to client premises as required.
This position reports to:	Service & Technical Support Manager
Organogram	Head of Manufacturing   Service Manager   <b>Lab Test Engineer</b>
Primary Duties:	<ul style="list-style-type: none"> <li>• Prepare FATs and test systems.</li> <li>• Calibrate, repair and service systems in the Orbital Laboratory, mostly GC instrumentation.</li> <li>• Communicate with client and service engineers directly and indirectly via telephone and email.</li> <li>• Provide technical support to client and service engineers.</li> <li>• Compile all reports / documentation and dispatch in a timely manner as directed by the Service Manager.</li> <li>• Comply with the organisation's QA and SHE systems and support required updates as the business develops.</li> </ul>
Secondary Duties:	<ul style="list-style-type: none"> <li>• Undertake any duties within skill set as required.</li> <li>• May be required to attend site or off site meetings.</li> <li>• May be required to attend training courses relevant to the position in the UK or outside UK.</li> <li>• Occasional site visits to work on equipment.</li> </ul>
Essential Skills:	<ul style="list-style-type: none"> <li>• Full clean driving licence.</li> <li>• Computer literate.</li> <li>• Must be able to demonstrate fault finding skills.</li> <li>• Must be fully conversant with Microsoft Office.</li> <li>• Good verbal and written communication skills.</li> <li>• Ability to prioritise workload and set deadlines.</li> <li>• Positive attitude and ability to without detailed instruction.</li> <li>• Maths and English GCSEs</li> <li>• City &amp; Guilds or ONC or HNC</li> </ul>
Desirable Skills:	<ul style="list-style-type: none"> <li>• 2 years minimum working in a technical role within the gas industry.</li> <li>• Previous experience of working on Odourisation systems and chromatography.</li> </ul>

Last Updated: 28/01/15 by GB