

## Job Description

<b>Role Profile:</b>	<b>Engineering Assistant</b>
<b>Reporting to:</b>	<b>Head of Engineering</b>
<b>Location:</b>	<b>Southampton</b>
<b>Date:</b>	<b>September 2020</b>

### Why you would want this role?

Established in 2007, **INDO Lighting** is a pioneering manufacturer of Direct Drive LED street lighting systems, bespoke retrofit solutions and specialist horticulture lighting equipment. Using advanced technologies to improve lighting performance, yield higher energy savings, deliver greater value and reduce environmental impact we offer solutions for all exterior applications in both commercial and public amenity environments. Delivering the majority of our products into the UK and continental Europe, we are established as the innovative supplier of choice for our customers and experiencing significant growth in emerging markets.

### What are we looking for?

Your primary role will be to prepare lighting designs for customers and as part of tender proposal preparation. You will be the first port of call for technical support from the commercial team. You'll be working within the Engineering team to provide support on all engineering and product development related matters. You will be responsible for product performance gap analysis in particular optical requirements proposed by the commercial team.

The ideal candidate will be technically minded with good-problem solving abilities. This is a new role within Engineering to enable further growth and expansion of the team.

### What will you be doing?

- Lighting Design preparation using software packages such as Lighting Reality, Dialux and Calculux
- Preparation of technical responses for tender proposal submissions and work closely with the business development assistant to ensure the best possible tender proposals are put forward
- Support with product compliance document preparation
- Support with project administration
- Provide technical support to the external sales team maintaining product crib sheets and product literature.
- Support and assistance of all aspects of product design and development including BOM generation and maintenance
- Contributor to new product specifications, conceptual designs following the company NPI process



### **You Have**

- Passion for design
- Experience in lighting design in particular exterior lighting design would be advantageous
- Interest in product development and engineering
- Proficient in MS office applications
- Ability to learn new software quickly
- Excellent communication skills effective at all levels
- Highly motivated and goal orientated, ambition to progress within the business
- Ability to delivery under pressure and to deadlines
- Continuous improvement mindset
- Ideally educated to Graduate Level
- Organised, diligent and thorough with an eye for detail

### **We Value**

- Ambitious, self-motivated, hardworking, results focussed, problem solver with a positive outlook
- A natural forward planner who critically assesses their own performance
- Balanced focus between short term achievement and long-term development
- Recognition that improvement is a behaviour, a way of life
- Integrity and trust, accountability to do the right thing, always
- Teamwork and Diversity, collaboration and inclusion to create common goals and ownership

CV's will be reviewed on a rolling basis and interviewing will be arranged as soon as possible.

Job Type: Full-time

Required licence or certification: Full UK Driving Licence