



Control Lighting Ltd
T: 01865 877956
E: careers@control-lighting.com
W: www.control-lighting.com

Office: 14 Meadow View, Crendon Industrial Park, Long Crendon, Bucks, HP18 9EQ

Job Vacancy – Technical Assistant Role

The Role

The candidate will be responsible for a range of different tasks, all in support of the Projects and Technical Department with ongoing projects and maintenance contract work. The role will range from testing and reporting on high end lighting equipment and control interfaces, being responsible for carrying out repairs to control equipment, testing and preparing inventories, setting up lighting demonstrations/ preparing for lighting events/ exhibitions, managing goods in/ out, working with the Projects and Technical Department on technical drawings, preparing manuals and other paperwork, right through to assisting with the assembly, testing, and programming of the Lighting Control Systems.

The role has a huge scope for progression, in time becoming a self-sufficient multiskilled engineer within the Projects and Technical Department. Full training would be provided by senior members of the team whilst on the job, and by dedicated courses with our main equipment suppliers and software programs as required.

As expertise and experience grow, it would be expected the Technical Assistant role would support senior members of the Projects and Technical teams on our client sites, both for the programming and commissioning process of new systems and the regular maintenance of existing systems.

Key Responsibilities

- Carrying out design tasks based on client's brief.
- Using AutoCAD and other design packages to create detailed lighting control design drawings and other documentation.
- Assisting other team members when required.
- Assembly of new Lighting Control System elements according to the design brief.
- Drawings and documentation for site installation.
- Test and program Lighting Control Systems and Equipment.
- The right candidate will be given training in our software and processes as required.
- Support to colleagues in the management and delivery of projects for clients e.g., presentations and general administrative support.
- To support onsite other members of the projects team in the delivery of commissioning, repair, servicing, and client training etc.

Required Skills & Experience

- Ability to keep and maintain good quality records and follow procedures.
- Excellent teamwork and communication skills in a one to one or group environment.
- Positive 'Can do' and friendly attitude to problem-solving and continuous improvement.
- Show good computer skills as use of Word, Excel and other general computer programs in MS Office will be required.
- Attention to detail.
- Ability to prioritise and work to deadlines.
- A self-starter who can work without constant supervision.
- Ability to multi-task and work on a number of projects at once.
- Ability to acquire, organize, interpret, and evaluate information.



Control Lighting Limited Registered in England & Wales No. 05098829
VAT No. 833 9379 92



Would be Advantageous:

- Prior design experience with packages such as AutoCAD etc.
- Experience or working knowledge of Lighting Control, either in an architectural or theatrical/live setting.
- Working knowledge or experience with electrical installations or electrical systems, either low or high voltage or both.
- Prior experience with AV/ Lighting Systems, Network equipment or any other form of Building Control Systems for example: door entry, CCTV, Fire and Security etc.
- Experience of construction sites.

Other Requirements:

- **Driving Licence:** It is envisaged that as training progresses and experience grows, travel to client/ projects sites will be required on a regular basis; therefore, a full driving licence must be held.
- **Eligibility:** Candidates must be eligible to live and work in the UK without visa restrictions.
- **Salary:** £21,500 - £29,000 per annum based on experience.
- **Hours of work:** This is a full-time position working minimum 40 hours per week, Monday to Friday. Office working hours are 09.00-17.30 with a half hour unpaid lunch break when attending the office. Working hours when attending client sites can vary, and earlier or later working hours may be required to suit the client or to accommodate travel for a specific start time or task.
- **Holidays:** 25 days annual leave plus bank holidays, after successful completion of the probation period.
- **Employer Supported Volunteering (ESV):** The Company entitles staff to volunteering leave per year to support local charities or community groups.