Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-engineer>

# Example of Assistant Engineer Job Description

Our growing company is hiring for an assistant engineer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant engineer

* Participates with the team members on its implementation and follow up on the estimated effective date and commitment from workcell members
* Liaise with the operations teams to ensure sufficient planning of works
* Collate all technical inputs required for the planning of site activities
* Manage the production of documentation for a given section
* Ensure the quality of documentation is maintained for the duration of the project
* Attend section offices/meetings
* Have a good working knowledge of MS Office Suite including, Word, Excel, and Outlook
* Have the ability to develop and progress within the business
* Be educated to degree/HNC level
* Have a working Knowledge of current Health & Safety Legislation, with completion of MSR and MER courses

## Qualifications for assistant engineer

* Working towards Chartered / Incorporated Engineer status
* Ability in engineering design and contract documentation
* Ability to demonstrate a proven track record of working collaboratively in teams
* Working familiarity with relevant technical codes of practice and industry standards is essential
* Strong written and verbal skills when communicating, including technical and non-technical parties, are essential
* Have a valid UK driving licence, be available to travel across UK and occasionally overseas