

NOTE Windsor Job Description Production

Job title	Test Engineer
Department	Production
Job level	Specialist
Line manager	Test Supervisor
Direct reports	None

About the company

NOTE Windsor is a leading **Contract Electronics Manufacturing company** servicing all sectors of the Electronics market. We are locally based in Windsor SL4 3HU, and part of the larger NOTE group.

With over 40 years' experience, **NOTE UK** has built a strong reputation for the on-time delivery of printed circuit boards, PCBAs, box builds, and final assemblies. Operating from our sites in Windsor, Haddenham, Basildon and Wolverhampton, we are a trusted end-to-end **Contract Electronics Manufacturer**, dedicated to turning product ideas into reality. We pride ourselves on offering flexible, professional solutions while maintaining the friendly, 'can-do' attitude. www.note-ems.co.uk.

Job role and scope

As a Test Engineer, you play a key part in quality control for production. You will work as part of the test team responsible for testing, diagnosing and supporting production of PCBAs and finished electronic assemblies. Each day you will be performing test procedures, compiling data and helping to ensure that all products we manufacture for our wide-ranging customer portfolio meet the required levels of quality before reaching each customer.

The position requires both independent working and collaboration with wider production and engineering teams to resolve issues, improve processes, and support business objectives.

Main responsibilities

1. Set up, operate and maintain test equipment and functional test systems
2. Test PCBAs, part assemblies and finished products in line with defined specifications and procedures
3. Diagnose faults to component level and implement appropriate corrective actions
4. Provide and record accurate test result sheets, using Excel or customer-specific systems
5. Interpret test data and make informed decisions to support production quality
6. Read and interpret technical documentation including schematics, drawings and bills of materials
7. Monitor processes to ensure consistent product quality and identify improvement opportunities
8. Maintain high standards of housekeeping and organisation within the test area
9. Collaborate with engineering and production teams to support troubleshooting and continuous improvement to the product or process
10. Support new product introduction (NPI) where required through testing and validation activities
11. Maintain equipment used for testing, including regular cleaning, calibration and repair of tools or machines, ensuring they remain in optimal condition for accurate tests
12. Implement changes in testing protocols as required and making any technical and procedural recommendations for improvement.

Skills, knowledge & experience

- ✓ Relevant qualification in electronics (e.g. HNC/HND) or equivalent experience
- ✓ Experience within an EMS or manufacturing environment
- ✓ Proven experience in electronic testing and fault finding to component level
- ✓ Experience working with test equipment such as ICT, JTAG or functional test systems
- ✓ Ability to interpret circuit diagrams, schematics and technical documentation
- ✓ Strong analytical, problem-solving and critical thinking skills
- ✓ Experience recording and analysing test results
- ✓ Demonstrates a good eye for detail and works accurately and efficiently with a quality focus

NOTE Windsor Job Description Production

- ✓ Good communication skills, both written and verbal
- ✓ Proficient computer skills and knowledge of Microsoft Office and other IT systems
- ✓ Ability to work independently and as part of a team
- ✓ Full awareness of Health and Safety issues relating to an electrical/electronic test environment.

Company values

At NOTE, we believe our people are the key to our success. Each achievement and successful customer partnership is made possible by the dedication, expertise, and passion of our team. Our values lie at the heart of how we work and grow:



These principles ensure we deliver the right quality, at the right time, and at the right price, while building long-lasting partnerships.

Remuneration package

Salary	Up to £37,000 pa (dependent on skills & experience)
Working hours	Full time is 37 hours per week Mon to Thurs 08:00 to 16:30 and Fri 08:00 to 13:00
Holiday	25 days plus Bank Holidays (includes Christmas shutdown) Plus, up to 5 days for long service
Pension scheme	Auto-enrolment with People Pensions (5% + 3% company contributions)
Excellent working environment	Free parking, modern factory & employee facilities.

How to apply

If this sounds like you and you are keen for a new opportunity, please complete the NOTE online application at [NOTE UK Job Application Form](#) attaching your CV and covering letter. The closing date is 31st May 2026.

To view all current vacancies, visit our Careers page at <https://note-ems.co.uk/careers-note-in-the-uk/>