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	Title: JOB DESCRIPTION	HR-FM-02 Issue 2
	Department: HUMAN RESOURCES	Issue Date : 25/04/2023

JOB DESCRIPTION

Job Title:	Inspection Assistant		
Department:	Inspection	Reporting To:	Inspection Supervisor
Location:	CIL House Andover, Hampshire		
Contract:	Permanent	Hours:	Monday-Thursday: 08:30-17:00 Friday: 08:30-15:30
Salary:	Starting Salary of £23,000 per annum		

ABOUT US

At Custom Interconnect we plan to succeed and never fail! Our values dictate that we have an unrivalled passion for providing the best Electronics Manufacturing Support on offer, with an honest and open attitude to business.

Our vision is to be customers' first choice for the manufacture of mission critical, high technology electronics, adding value globally, and we are dedicated to delivering innovation and service excellence by investing in; design, build and fulfilment of our Customers Products.

Formed in 1987, as a company CIL have grown steadily to become one of the major Electronics Manufacturing Service companies available today. Located in Andover, Hampshire, our 3 manufacturing facilities comprises 80,000sq ft of modern production space to meet our customers' needs.

PURPOSE OF ROLE

As an Inspection Assistant, you will complete the test and inspection of customer PCB products using a range of automated test equipment and visual inspection.

PRIMARY ROLES & RESPONSIBILITIES

- Production test and inspection of electronic assemblies according to customer specifications and requirements of new and existing products using AOI, flying probe, Teradyne and X-ray equipment.
- Calibration and general maintenance of equipment used in the Inspection work area.
- Ensure all work is completed to specified standards.
- Follow company procedures and work instructions at all times.
- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data Policy
- Comply with the statutory, and Company, requirements and regulations
- Carry out any other reasonable request which is for the benefit of the business
- Assist in the training of team members ensuring best practice standards are maintained

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TECHNICAL KNOWLEDGE/QUALIFICATIONS

- At least 3 years' experience in PCB production in an automated test environment would be advantageous.
- Educated to GCSE standard or equivalent; City & Guilds Electronics would be advantageous
Computer literate
- At least 1 years' experience in a controlled production environment
- Previous knowledge of AOI, FPT, Teradyne X-ray systems and Fabmaster or similar would be advantageous
- Able to fault find electronics to component level would be advantageous

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.
Custom Interconnect are unable to provide sponsorship to individuals who do not hold Right to Work in the UK.

PERSON SPECIFICATION

'Inspection Assistant'

Competency Definition	Description of Activities/Behaviours
<p>Planning and Organising Organises and prioritises to achieve results.</p>	<ul style="list-style-type: none"> • Seeks out work/takes next job when finished • Makes best use of time available • Manages own workload • Ensures work environment is clean and tidy • Completes relevant paperwork on time
<p>Performance Improvement Initiates support or responds to change by continually striving to improve processes or performance consistent with the needs of the business.</p>	<ul style="list-style-type: none"> • Checks work to ensure right first time • Contributes ideas for improvement • Identifies discrepancies in information • Sets high personal standards • Strives to achieve deadlines • Focus on quality and service • Identifies opportunities for training and self-development
<p>Focus on Output Manages processes/people in ways which deliver high standards and results to agreed deadlines</p>	<ul style="list-style-type: none"> • Accepts reasonable instructions • Works methodically and systemically to achieve quality results • Completes tasks in accordance with required technical specifications • Obtains and interprets specification accurately • Achieves agreed deadlines • Pays attention to detail to ensure highest quality is achieved
<p>Problem Solving Identifies problem and takes appropriate action based on evaluation of all possible options.</p>	<ul style="list-style-type: none"> • Uses technical expertise to identify problems • Utilises most appropriate method for completing tasks • Understand commercial/financial impact of own roles and acts accordingly • Knows when to refer matters upwards
<p>Communication Expresses self with confidence and clarity written and verbally and demonstrates effective listening</p>	<ul style="list-style-type: none"> • Completes all relevant paperwork clearly • Prepared to give an opinion • Presents options/facts logically using appropriate language
<p>Flexibility Responds positively to changing situations/priorities in order to achieve company objects</p>	<ul style="list-style-type: none"> • Responds positively to changing priorities • Remains focused when under pressure • Able to handle a variety of different tasks • Willing to learn additional skills
<p>Team Working Recognises and understands the complexity of the market place and the business and how these impact on each other.</p>	<ul style="list-style-type: none"> • Shares knowledge/expertise within the team • Maintains positive relationships with other departments • Puts forward ideas at team meetings • Once skilled, willing to train others • Recognise impact of own actions on other functions



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