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	Department: HUMAN RESOURCES	Issue Date : 27/10/2015

JOB DESCRIPTION

Job Title:	Box Build Operative
Reporting To:	Production Manager /Production Supervisor

PURPOSE OF JOB

Summary of Position: Part of a multi-skilled team responsible for the building of completed Products, from sub-assemblies maintaining high standards of workmanship to IPCA 610.

TECHNICAL KNOWLEDGE/QUALIFICATIONS

- Educated to GCSE (O Level) standard
- Time spent in manufacturing environment, ideally electronics based.
- Computer literate
- Hand soldering, use of fine tools and microscopes.
- Desirable - Electronics qualification / training, Electronics based and or mechanical aptitude.
- Desirable – Assembly experience specific to building and testing completed PCB's into finished product.

PRIMARY ROLES & RESPONSIBILITIES

- Build product according to customer specifications and requirements.
- Ensure all work is completed to specified levels of acceptable workmanship.
- Follow company procedures and work instructions at all times.
- Follow guidance and training from colleagues and peers.
- Ensure all work is carried out and completed in a timely fashion.
- Basic maintenance of equipment and general upkeep of the workspace.
- Ensure Health & Safety of self and work colleagues at all times.
- Report any problems with products or process to a production supervisor or production manager.

OTHER RESPONSIBILITIES

- Adhere to the Health and Safety requirements and regulations
- Adhere to the Company IT and Data policy
- Comply with the statutory requirements and regulations and Company requirements
- 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

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.



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