



JOB DESCRIPTION

Job Title: Mechanical Assembler

Reporting To: Production Manager

Department: Production

Location: Luton

Position Summary:

This position will be responsible for the assembly of mechanical parts, pieces or products using a variety of tools and equipment according to required specifications

Main Responsibilities:

- Assemble product in accordance with defined build instructions and IPC-A-610 standards
- Ensure all deviations from IPC-A-610 standards are clearly & concisely documented on build instructions prior to commencement of any work on customers products
- Ensure defined processes are robust, clear & concise and can consistently achieve the required standards, if any work is commenced on any operation it is considered that the available documentation is of a quality that will consistently deliver the expected results.
- Ensure you are confident that you have been trained to a level where you can demonstrate the required capabilities & competencies to achieve / exceed expected levels
- Perform quality work checks to ensure the product meets quality standard required
- Rework and/or repair assembled products according to engineering specification changes
- Ensure all processes are stringently adhered to, any gaps or process improvements should be highlighted to your immediate supervision. They will ensure that effective remedial actions are taken in a timely manner including updating supporting documentation in QMS
- Compliance with the company Quality Standard and procedures
- Notification to immediate supervision on any job you cannot achieve the quoted build times



Minimum Qualifications / Experience Required:

Achieved Level 3 operation on skills matrix working towards level 4 (as shown below) on all of the areas as detailed below:

- Understanding of the principle of torque
- Clarion Time Monitoring
- QDS
- Identify hardware correctly
- Be able to use held tools correctly and safely
- Certification to IPC-A-610 for Modules 1, 2 and 3

Key Competencies/Attributes Required:

- Flexible approach
- Team-player
- Quality oriented
- Attention to detail

Expectation for All Employees:

Supports the organization's mission, vision, and values by exhibiting the following behaviours:

- Competence and commitment to excellence
- Teamwork - building strong, long-term partnerships with our suppliers and customers (internal and external).
- Integrity - commitment to and acting with high ethical standards.
- Respect - demonstration of esteem, concern, and courtesy towards fellow employees
- Compliance within required standards
- Continuous improvement - sustaining an environment that fosters the elimination of waste and variation in process.
- Commitment to our community
- Accountability and ownership - taking responsibility for one's actions and an active role in career development.