

Job Description

Job Title: Post SMT Production & Process Engineer
Reporting To: Business Unit Manager
Department: BU1
Location: Luton

Position Summary:

Primary focus will at all times be upon ensuring that the Production Engineering function produces service levels capable of achieving timely delivery and complete customer satisfaction in every facet of the Business Units manufacturing & commercial commitments. A key aspect of the role will be to support the creation of an environment of continual improvement, enabling quantifiable and sustainable change, whilst focusing on adding value and removing waste to increase customer satisfaction and profitability.

Main Responsibilities:

- Planning of appropriate tooling to ensure smooth flow of product through shop floor
- Identification of critical path issues and driving through of key actions to achieve on-time resolution every time
- Following approved manufacturing practices and processes and wherever possible, suggest improvements
- Coach and train identified resources in all new manufacturing disciplines
- Implement practices that ensure the company delivers to customer right first time & every time
- Support all types of customer requirements from fast turn prototype through to volume output
- Liaising with other departments on bespoke customer requirements
- Ensuring quality principles & standards can be applied & adhered to throughout manufacturing
- Produce Quote V Actual performance analysis as a monthly report and provide input into corrective actions where required
- Collate data for input to build report for all Red jobs so that this report can be presented to the customer upon completion and delivery of product

- Help focus engineering activities to ensure timely, fault-free product delivery to meet and exceed customer expectation.
- Analyse, devise and drive through changes to manufacturing processes, working practices and internal systems which will improve overall efficiencies and profit margins throughout the business.
- Complete any necessary end of month reports to agreed timescales
- Take part in continuous improvement programmes in every aspect of engineering.
- Minimise / Eliminate waste In all aspects of engineering
- Assist with technical support for all assembly and manufacturing operations ensuring delivery of products in line with expectations
- Mistake proofing must be a key consideration in all processes
- Provide estimated labour times for the assembly of new products using the current approved model
- Input and feedback to presented documentation of all assembly processes at Jaltek
- Input on the specification of all process consumables used throughout the company
- Design safe manufacturing processes capable of meeting labour cost estimates
- Ensure all first time builds or prototypes are manufactured under engineering control and in line with customer expectations
- Ensure the agreed NPI process is followed to QMS 1013
- Provide input and sign off detailed build instructions for all products throughout all post smt production phases
- Authorisation & control of Engineering Change & Concession processes through the production shop floor

Customer Satisfaction

- To represent Jaltek at quarterly business reviews where required and provide relevant data for review
- Where required attend weekly customer conference calls and ensure all actions arising are closed down in a timely manner
- Manage customer issues to resolution in timeframe specified and to customers satisfaction
- Support delivery against the order book to meet both internal and external expectation

Minimum Qualifications/ Experience Required:

- Thorough knowledge of electronic components
- Thorough understanding of manufacturing environment
- Experience of Microsoft products including Excel & Word
- Experience of using ERP systems and databases
- Previous experience in a similar role desirable
- Demonstrable experience of managing multiple projects

Key Competencies/Attributes Required:

- Ability to prioritise
- Attention to detail
- Customer focussed
- Calm under pressure
- Problem solver
- Excellent communication skills

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.

- To represent Jaltek in a professional and organized manner on a day to day basis