

## **JOB DESCRIPTION AND ROLE INFORMATION**

### **JOB TITLE: CASUAL ELECTRONICS ASSEMBLER**

Responsible to: Team Leader/ Electronics Assembly Specialist

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#### **ROLE PRIMARY RESPONSIBILITIES:**

- Work with the team to ensure quality meets IPC-A-610 standards.
- To work to set deadlines as specified by the Team leader.
- Proficient in through hole PCB soldering
- Surface Mount Assembly (Desirable)
- Product Assembly
- Cable Assembly
- Complete orders in a timely manner to meet set targets.
- To inspect work and test where appropriate.
- Ability to complete paperwork accurately.
- Follow Parts lists and AP's to exact instruction.
- Full component value knowledge.
- Work as part of a team to ensure customer satisfaction is met.
- Responsible for general housekeeping in own working area as well as communal areas.
- Be aware of health and safety requirements within the manufacturing division and take responsibility for own personal work station.
- Work to quality standards and workshop control procedures.
- Operate machinery in line with operation instructions (Training provided)

**PERSON SPECIFICATION  
CASUAL ELECTRONICS ASSEMBLER**

The following represent the essential and desirable attributes for the post of Casual Electronics Assembler.

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• PCB Assembly experience/ recognized qualification.</li> <li>• Previous experience on assembly line.</li> <li>• Successful component recognition.</li> </ul>	<ul style="list-style-type: none"> <li>• IPC-A-610 certification.</li> </ul>
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• Excellent attention to detail.</li> <li>• Good communication skills.</li> <li>• Understanding of Electronics principals.</li> <li>• Problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>• Cable assembly and wiring</li> </ul>
<b>General</b>	
<ul style="list-style-type: none"> <li>• Positive attitude</li> <li>• Hard working</li> <li>• Team player</li> </ul>	