

Production Operative (Assembly) - Job Specification

Reports to: Cell Leader/Area Leader

Purpose: The manufacture of subassemblies and testing of products in line with daily targets to achieve required outputs as per business requirements. The assembly area is divided into dedicated cells with production organised along one-piece-flow processes using tracks positioned approximately 800 ml high. Each operative is responsible for the manufacture of a sub-assembly which is then passed to the next in-line operative. Production times of each workstation are balanced therefore output and continuity are dependant upon each sub-assembly taking a similar time.

Key Responsibilities:

Health, Safety and the Environment:

1. Work in accordance with the Company Health & Safety Policies in all that we do in order that we protect ourselves and others from any risk of harm.
2. Adherence to Health & Safety responsibilities.
3. Ensure all work is carried out in accordance with Safe Systems of Work.
4. Work in accordance with the requirements of the Company's environmental standard.

The Role:

On Line

- Assembling a sub-assembly of a full product on an assembly line (in accordance with Standard Operating Procedures).
- Picking components from bins positioned both above and below waist height.
- Using pneumatic, electric powered tools, and a small number of hand tools.
- Use of computers to produce bar code labels.
- Use of hoists to manoeuvre heavy loads (25kgs) onto pallets.
- Manually load lighter finished parts onto pallets
- Remove pallets of finished product to the dispatch area, using a hand palletiser
- Get involved in continuous improvement activities

Off Line

- Ensuring the on-line stocks of vendor managed inventory from the Carousel
- Identifying quality issues and reporting such to the quality inspectors or to the Line Leader
- Assisting in the resolution of quality issues
- Each operator capable of being multi-skilled to ensure flexibility in all positions

Skills required:

- Physically fit and active
- Excellent team working and ability to integrate into existing team.
- Self-motivated with low managerial maintenance requirement.
- Must be committed to cross functional training.
- Proactive problem solver.
- Have a flexible approach to working hours to assist the business when needed.

The Person:

Education and Qualifications

Basic schooling

N.B. This is not intended to be a full definition of responsibilities, and the postholder will be expected to assist in such other responsibilities as may be allocated.