|  |  |
| --- | --- |
| **JOB TITLE** | Electronic Technician – Assembly  |
| REPORTING TO | Supervisor |
| **DEPARTMENT/SUB DEPARTMENT** | Ipeco Electronics, Assembly |
| **LOCATION** | St Neots |
| **OVERALL PURPOSE** |
| To electrically and mechanically assemble Galley products, including electrical sub-assemblies; to carry out product testing and complete the relevant test documentation; and to perform fault diagnostics on both final assemblies and lower levels, while working collaboratively with engineers from the test and engineering departments. |
| **PRINCIPLE ACCOUNTABILITIES** |
| * To carry out product testing for performance, safety, and compliance in accordance with Acceptance Test Procedures (ATP).
* Conduct root cause investigations, providing analysis and recommendations.
* To analyze test data and generate test reports.
* To fault find and repair products to customer and company requirements.
* Responsible for ensuring that all test equipment is properly maintained and within calibration schedules.
* Assemble major and minor mechanical assemblies.
* To carry out electrical sub-assemblies.
* To read engineering drawings and assemble products to quality requirements.
* To perform soldering to IPC standards.
* To promote and support continuous improvements and assist with A3, 8D and other process improvements.
* To promote best practices to ensure ease of manufacture and testability.
* To ensure that processes are adhered to as prescribed within the Company Quality Management System.
* To help create and maintain a safe working environment and observe the published Health and Safety procedures.
* Responsible for ensuring a high standard of housekeeping is maintained.
* To support and promote good working relationships with other team members and departments.
* To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company and comply with Company rules and regulations.
* To carry out any other tasks where reasonable and relevant, when required.

This is not an exhaustive list. |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS** | **ESSENTIAL**  | **DESIRABLE** |
| HNC In a relevant subject | 🗸 |  |
| HND In a relevant subject |  | 🗸 |
| **EXPERIENCE/ SKILLS**  | **ESSENTIAL**  | **DESIRABLE** |
| Experience with electronic test equipment (Oscilloscopes, multimeters, automated test equipment). |  | 🗸 |
| Experience of working within the Electronics Manufacturing industry | 🗸 |  |
| Able to work in a fast paced, varied, and demanding environment | 🗸 |  |
| Proficient on Windows operating system, and Microsoft Office suite | 🗸 |  |
| Ability to work independently whilst collaborating in a team environment | 🗸 |  |
| Ability to work under pressure and to deadlines | 🗸 |  |
| **PERSONAL SKILLS** | **ESSENTIAL**  | **DESIRABLE** |
| Team Player | 🗸 |  |
| Strong Work ‘Can-do Ethic’ | 🗸 |  |
| Exceptional at building relationships | 🗸 |  |
| Excellent Customer Service skills | 🗸 |  |
| Strong attention to detail and time management | 🗸 |  |
| Exceptional Planning and Organization skills | 🗸 |  |
| High awareness of Productivity and Quality | 🗸 |  |
| Excellent Communication skills | 🗸 |  |
| Flexibility | 🗸 |  |
| Takes Responsibility for actions | 🗸 |  |
| Learn, Apply and Improve | 🗸 |  |