

CANDIDATE SPECIFICATION



JOB TITLE	Electronic Assembly Person
REPORTING TO	Supervisor
DEPARTMENT/SUB DEPARTMENT	Ipeco Electronics
LOCATION	St Neots
OVERALL PURPOSE	
To assemble, solder and wire PCB assemblies and units and conformal coat and apply adhesives to product as specified in drawings.	
PRINCIPLE ACCOUNTABILITIES	
• To assemble, solder and wire all PCB assemblies and units to IPC-JSTD-001 and relevant modules, • To ensure inbuilt quality by following routers and inspecting own workmanship, • To interpret and apply all drawings, instructions and documentation related to the manufacturing of electronic products, • To conformal coat and apply adhesives to product as specified in manufacturing drawings, • To proactively assist the Production Supervisor to ensure the smooth running of the department and raise any issues in a timely manner, • To undergo training to remain IPC certified, • To assist colleagues where required, • To have a keen eye for detail and look for opportunities for continuous improvement; working to best practice, • To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company at all times and to comply with the Company Rules and Regulations, • Responsible for ensuring that a high standard of housekeeping is maintained, • Responsible for ensuring that all Health & Safety Policies are adhered to, • To carry out any other tasks where reasonable and relevant, when required.	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
IPC-JSTD-001 modules 2-5 or equivalent aerospace qualification		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of working within the Manufacturing industry	✓	
Assembly experience		✓
Experience of working to class 3 on Power boards or aerospace product		✓
Experience soldering electronic components		✓
Ability to interpret complex technical drawings		✓
Surface mount soldering experience down to 04/05 component size		✓
Ability to work independently while 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 Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	