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TITLE	Mechanical Assembler			

1. DEPARTMENT
Production
2. REPORTING TO
Production Supervisor
3. RESPONSIBLE FOR
n/a
4. WORKS IN CONJUNCTION WITH
Manufacturing Team
5. PURPOSE
To assist in the assembly of the Company's products as required ensuring that the product is assembled in the most efficient way possible and meets set timescales and deadlines. Products should be assembled in line with work instructions and ISO standards and also meet the requirements of the customer.
6. MAIN DUTIES & OUTCOMES
<ul style="list-style-type: none"> • To assemble the Company's range of products and test where required, in accordance with written assembly instructions. • To make sure that products meet the Company's build requirements • To work within assembly teams • To identify to supervisor any problems observed with the parts supplied or methods used for assembly • To ensure that products comply with relevant electrical safety and quality standards • Occasional despatch work will be required, lifting/packing and shipping finished goods
7. REQUIREMENTS e.g. EDUCATION, KNOWLEDGE, SKILL, EXPERIENCE etc.
Qualifications and Skills: <ul style="list-style-type: none"> • Able to work to high quality standards • Team working • Effective communication

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- Planning, organising and achieving
- Experience in Mechanical Assembly
- Able to follow procedures, work instructions etc.
- Dexterity
- Able to use hand tools and power tools
- Computer literate
- Able to organise and plan work effectively
- Listening and oral communication skills
- Able to understand technical drawings
- Knowledge of health & safety issues within the manufacturing environment
- Experience working with sheet metal would be advantageous
- F Gas qualified or experience within refrigeration would be valuable

Personal qualities:

Flexible and adaptable, reliable, disciplined, team-worker, good communicator, enthusiastic, good level of initiative, high level of integrity, attention to detail, committed.

8. HEALTH & SAFETY

Work safely, and ensure department works safely, adhering to safety procedures and using the safety equipment provided so as not to put yourself or other people at risk.

9. QUALITY

Perform all duties required of the role in accordance with the company Quality Management System (QMS).

10. OTHER

In addition to the duties and responsibilities listed you may be required to perform other duties assigned by your supervisor or manager.

11. AGREEMENT

	PRINT NAME	SIGNATURE	DATE
EMPLOYEE			
LINE MANAGER			