

## Enatel

### Position Description

**Position:** Production Assembler

**Department:** Production

**Reports to:** Production Team Leader

**Direct Reports:** None

Enatel is a world-leading specialist in the design and manufacture of a range of standby power solutions used in telecommunications, networking, wireless and industrial industries. We also produce motive power chargers for the industrial battery sector.

#### **Position Purpose:**

The role of a Production Assembler is to assemble electronic components as part of a production process.

#### **Key responsibilities:**

- Assembling product according to customer needs by following work instructions, samples and other specifications.
- Collecting all material and tools needed to begin the assembly process.
- Assuring and maintaining specified torque and tension by proper setting of torque wrenches and/or screw drivers.
- Checking incoming parts and outgoing assembly quality and reporting non-conformances in parts/product to Team Leader.
- Working effectively in a team environment and co-operating with co-workers.
- Performing functional testing.
- Maybe required to lift units up to 15kg.

#### **Other duties:**

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

#### **Health & Safety:**

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.

#### **Environmental:**

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

## Key Relationships:

<i>Internal</i>	<i>External</i>
▪ Production Team Leaders	
▪ Senior Production Assemblers	
▪ Production staff	
▪ Warehouse & Distribution staff	

## Skills and Experience Required:

Experience & Knowledge	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Minimum one-year experience in a manufacturing environment.</li> <li>• Proven experience as an assembler on a production line.</li> <li>• Good understanding of quality control principles.</li> <li>• Good communication skills and ability to follow instructions (verbal and written).</li> <li>• Physically fit – may be required to lift units up to 15kg.</li> <li>• Proficient in English, both oral and written</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an Electronics manufacturing environment.</li> <li>• Ability to de-solder &amp; solder through hole components an advantage.</li> </ul>

## Position Specification:

Attribute	Essential	Desirable
Skills and Competencies	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional/technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Learning on the Fly</b> - learns quickly when facing new problems and is open to change.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful. individual; is widely trusted.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> </ul>	

	<ul style="list-style-type: none"><li>• <b>Problem Solving</b> - looks for opportunities to resolve issues and solve problems.</li><li>• <b>Process Management</b> – Good at figuring out the processes necessary to get things done. Can simplify complex processes.</li><li>• <b>Customer Focus</b> – is dedicated to meeting the expectations of internal and external customers and acts with customers in mind.</li><li>• <b>Team Contribution</b> – Is helpful and co-operates with others in the team in getting work done.</li></ul>	
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