

## Enatel

### Position Description

**Position:** Electronics Process Engineer

**Department:** Manufacturing

**Reports to:** Director of Manufacturing and Compliance

**Position Purpose:**

To ensure products are manufactured to specification. Procedures are in place for all products that we manufacture. Our products are manufactured efficiently, ensuring the highest quality standards for our customers.

**Key Responsibilities:**

- SMT Quality – working with SMT staff to ensure Design for Manufacture (DFM) is in place, training of SMT staff regarding machine placement and ensuring procedures are followed at every stage of the process – target is to ensure we achieve the highest Parts Per Million (PPM) possible
- General Process control – procedures and controls are implemented including jigs for all DC product assembly
- Work closely with Research and Development ensuring product meets DFM guidelines– build work instructions and training of staff as we take new products through there stage gates and into production
- Defining assembly processes and procedures to ensure repeatable high-quality production is maintained.
- To keep abreast with technology trends and technical issues relating to Manufacturing within our industry
- Display Statistical Process Control (SPC) standards on each of our assembly stages & ensure staff are working to these standards – where required training is carried out to ensure we have our staff trained to the highest standard
- Responsible for maintaining the value stream map process once handed over from engineering and overseeing/implementing any changes in production
- Set takt times for all stages, balance assembly lines. Lean out processes and identify and bottlenecks
- Work closely with Manufacturing Engineering ensuring test gear is in place as part of New Product Introduction (NPI) process
- Report all yields for your area and ensure as part of the fail modes that training is carried out where required to eliminate mistakes
- Travel to China to work with our Contract Manufacturer – transfer technology as required
- Create Product Build Packages for transfer to China – Including BOMs, specs, drawings, training information – carry out training

## Requirements for Position:

- A minimum of 5yrs process engineering electronics experience in a similar role
- Electronics background – must be highly skilled in electronics manufacturing
- Process engineering certification and proof of certification
- Must understand SMT process and be able to train in all aspects of SMT
- Competent to work with engineering regarding New Product Introduction and all that is involved with this process
- Have proven skills in lean processes e.g. Six Sigma, Kaizen, PDCA, other
- Able to present to a large team of people – confident to present product processes – can use PowerPoint effectively
- Able to train teams of staff confidently
- Confident and hard working in all aspects of process engineering

## Health & Safety:

- We are a health and safety focused business and adherence and contribution to health and safety initiatives, policies and procedures are key for all members of staff

## General:

- Other duties as required from time to time and as requested by the Manager

## Environmental:

Enatel is committed to minimising the environmental impact of our operations and products. Ensure that our ISO 14001 Environmental policies and processes are followed including:

- Ensure there are appropriate facilities for the safe storage and handling of chemicals
- Fume extraction equipment and filters maintained according to the maintenance schedule
- Maintenance of compressed air lines

## Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>• Operations Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>
<ul style="list-style-type: none"> <li>• Power Solutions Manager</li> </ul>	
<ul style="list-style-type: none"> <li>• Electronics Manager</li> </ul>	
<ul style="list-style-type: none"> <li>• Manufacturing Engineers</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

## Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> <li>• <b>Functional/Technical Skills</b> - has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> <li>• <b>Drive for Results</b> – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results.</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>Customer Focus</b> – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Learning on the Fly</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Priority Setting</b> – Spends his/her time and the time of others on what’s important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> </ul>	
<b>Skills, Experience &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• A minimum of 5yrs process engineering electronics experience in a similar role</li> <li>• Have proven skills in lean processes: Six Sigma, Kaizen, PDCA, other</li> <li>• Safety-First approach</li> <li>• Excellent written and oral communication skills</li> <li>• Strong team player that actively contributes to the company’s success</li> <li>• Ability to interact effectively with a variety of personnel at all organisational levels</li> <li>• Excellent self-organisation skills</li> </ul>	
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"> <li>• Process engineering certification and proof of certification</li> <li>•</li> </ul>	