

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

Position Specification:

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

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