

Position Description

Position: Assembler
Department: Manufacturing
Reports to: Production Team Leader
Direct Reports: None

Position purpose:

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.

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.
- Leads by example in all matters relating to Health & Safety.

Environmental:

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

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
• Production Team Leaders	•
• Senior Production Assemblers	
• Production staff	
• Warehouse & Distribution staff	

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Drive for Results – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Customer Focus – 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. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning on the Fly - the ability to learn quickly in a new environment. • Priority Setting – 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. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Safety-First approach. • 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.
Qualification / Licenses	<ul style="list-style-type: none"> • 	