

## 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
<b>Competencies</b>	<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>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</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 Agility</b> - the ability to learn quickly in a new environment.</li> <li>• <b>Problem Solving</b> – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> </ul> <p><b>Ethics &amp; Values</b> - Has an appropriate and effective set.</p>	
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Safety-First approach.</li> <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>
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	