

Position Description

Position: Manufacturing Support
Department: Manufacturing
Reports to: Manufacturing Engineering and Facilities Manager
Direct Reports: None

Position purpose:

To ensure manufacturing equipment is serviced and maintained within the allocated service schedule. Ensure products are manufactured efficiently through our manufacturing equipment and facility, ensuring the highest quality standards for our customers.

Key responsibilities:

- Manufacturing Machine Maintenance – Implement and execute maintenance tasks according to schedule, to ensure Wave Solder, Conformal Coat and other production machines and processes are operating to the highest standard.
- Wave Solder Quality – working with Wave Solder staff to ensure Design for Manufacture (DFM) is in place, training of Wave Solder staff to ensure procedures are followed at every stage of the process, ensuring we achieve the highest yield possible.
- General Jigs and Fixture Maintenance – Produce, support and maintain production jigs and fixtures as required for all product assembly lines.
- Building Maintenance – Perform Maintenance tasks to ensure the production facilities are fit for purpose.
- Training- Where required training is carried out to ensure we have our staff trained to the highest standard.
- Production Process - Work with the Manufacturing process engineer to set task times for all stages, balance assembly lines. Lean out processes and identify bottlenecks.
- Yield Improvements - Work with Manufacturing Process Engineer to report all yields for your area and ensure as part of the fail modes that training is carried out where required to eliminate mistakes
- Other manufacturing tasks as required.

General Production Duties:

- Other duties as required and as requested by the Manufacturing Engineering Manager or Manufacturing Process Engineer

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
• Manufacturing Engineering Manager	• Suppliers & Contractor
• Manufacturing Manager	
• Manufacturing Process Engineer	

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - A minimum of 5yrs electronics manufacturing experience in a similar role • 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 they see 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 their 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 • Electronics background – previous experience in electronics manufacturing • Maintenance background – previous experience maintaining and repairing equipment • Engineering – Solid workshop and mechanical repair skills 	
Qualification / Licenses	<ul style="list-style-type: none"> • Applicable tertiary qualification would be an advantage. • MEWP/Working at heights certification would be an advantage. 	