

## Position Description

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

<b>Role Purpose</b>	The purpose of this role is to assemble products to meet customer requirements by following detailed work instructions and quality standards. It involves ensuring proper use of tools, maintaining specified torque settings, and performing functional testing to uphold assembly quality. The role also includes reporting non-conformances, collaborating effectively with team members.
<b>Key Success Outcomes</b>	<ul style="list-style-type: none"> <li>Assembling product according to customer needs by following work instructions, samples and other specifications.</li> <li>Collecting all material and tools needed to begin the assembly process.</li> <li>Checking incoming parts and outgoing assembly quality and reporting non-conformances in parts/product to Team Leader.</li> <li>Working effectively in a team environment and co-operating with co-workers.</li> <li>Performing functional testing.</li> <li>Maybe required to lift units up to 15kg.</li> </ul>
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>Production Team Leaders</li> <li>Senior Production Assemblers</li> <li>Production staff</li> <li>Warehouse &amp; Distribution staff</li> </ul>
<b>Key External Relationships</b>	

### Key Requirements

Accountability Area	Desired Outcome/Achievement Indicators
<b>Product Assembly to Specification</b>	<ul style="list-style-type: none"> <li>Assemble products according to customer needs by following work instructions, samples, and specifications.</li> <li>Products are assembled accurately and consistently, meeting all customer requirements and specifications with minimal need for rework.</li> </ul>
<b>Material and Tool Readiness</b>	<ul style="list-style-type: none"> <li>Collect all necessary materials and tools to begin the assembly process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assembly processes start without delay, with materials and tools prepared and verified, supporting an efficient workflow.</li> </ul>
<b>Quality Assurance on Parts and Assembly</b>	<ul style="list-style-type: none"> <li>• Inspect incoming parts and outgoing assemblies for quality and report any non-conformances to the Team Leader.</li> <li>• Non-conforming parts are identified and reported immediately, minimizing defective products from entering production and improving overall quality standards.</li> </ul>
<b>Effective Team Collaboration</b>	<ul style="list-style-type: none"> <li>• Work effectively within the team, cooperating with co-workers.</li> <li>• Achieve a cohesive team environment where communication and collaboration enhance productivity and reduce assembly errors.</li> </ul>
<b>Functional Testing Competency</b>	<ul style="list-style-type: none"> <li>• Perform functional testing on completed assemblies.</li> <li>• Products are fully tested to meet functionality requirements before moving to the next stage, reducing downstream issues and rework.</li> </ul>
<b>Safe Handling and Lifting</b>	<ul style="list-style-type: none"> <li>• Safely lift units up to 15 kg as required.</li> <li>• All lifting tasks are performed safely and within guidelines, preventing injuries and maintaining a safe work environment.</li> </ul>

Other duties:

- Upholds the Enatel company values
- Contributes to the achievements of departmental goals and objectives
- Completes any other tasks, projects or duties as required by Management from time to time.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.
- 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

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> </ul>	

	<ul style="list-style-type: none"> <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> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set.</li> </ul>	
<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>		