

Job Description

Job Title: PCB Assembly Operative
Reporting to: Manufacturing Section Supervisor
Direct Reportees: Not applicable

Key Tasks	Tools Used
To adhere to the Company's quality operating procedures at all times during the execution of day to day assembly activities.	Standards: IPC-A-610 IPC-A-620 J-STD-001 AS9100 procedures manual NADCAP procedures manual
To prepare and assemble complex PCB's in accordance with detailed works instruction sheets and customer specific drawings and specifications	Works Instruction Sheets (WIS) Route Cards Customer specific drawings and specifications
To read and interpret complex CCA drawings including symbols and drawing notes	Customer specific drawings
To verify that routings and detailed Works Instruction Sheets have been followed for all assembly activities	Route Cards Works Instruction Sheets (WIS)
To act at all times in accordance with the terms and conditions described in the employees contract of employment (time keeping, respect at work, health & safety for example).	Contract of Employment
To become proficient in the processes and procedures relevant to the position and to highlight training needs where required.	Job description Company training to process matrix Annual appraisals

It is accepted that the full scope of day to day activities may not fall into a Key Task category and that you may be required to undertake other duties as and when required by the Company. . Key Tasks may be reviewed and changed at the discretion of the Company (for example after promotion, disciplinary action or role change).

Job Description Agreed:

Job Holder

Manager / Supervisor

Date