



JOB PROFILE

JOB TITLE:
OLS TRAINEE OPERATOR

DEPARTMENT:
SMT

REPORTING TO: SMT
MANAGER/OLS Team Leader

MAIN PURPOSE OF JOB:
Preparing offline setups to the quality standards required.

MAIN RESPONSIBILITIES:

- Liaising with OLS team leader regarding time scales, documentation and other queries
- Maintaining and care of equipment

KEY TASKS:

- Receive job pack, components and pc boards
- Interpret and follow written instructions (job pack/route card)
- Kit labelling and setup
- Setup feeders
- Draw up short component lists (shortages)
- Feeder checks/component recognition

SPECIFIC OBJECTIVES:

REPORTING/SUPERVISORY STRUCTURE:

Reports directly to the OLS Team Leader/SMT Manager interacts with other members of the SMT team

QUALIFICATIONS:

Educated to a reasonable level GCSE (including English and Maths)

KNOWLEDGE AND SKILLS:

- Ability to read job packs
- Knowledge of components
- Excellent attention to detail and accuracy
- Ability to concentrate for extended periods of time on routine tasks
- Demonstrates pro active approach

EXPERIENCE:			
Experience within a similar role or electronics manufacturing environment			
BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)			
	LEVEL		LEVEL
Manage Performance	1	Manage Communications	1
Manage Oneself	½	Manage Customer Service	1
Manage Others	1	Manage Resources	1
Manage Relationships	1		
SPECIAL FEATURES: (any "out of norm" features of the job"			
None			
JOB HOLDER: Signature & Date:		MANAGER: Signature & Date:	

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.