



JOB PROFILE

JOB TITLE: PROCESS ENGINEER	DEPARTMENT: ENGINEERING	REPORTING TO: ENGINEERING MANAGER
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MAIN PURPOSE OF JOB:

Supporting production by providing technical support, visual aids and instruction sheets. Handling queries in a timely and efficient manner to prevent down time.

MAIN RESPONSIBILITIES:

- Contract reviews.
- Production readiness reviews
- Build review - content support.
- Risk reduction support per build.
- Assembly feedback.
- Process updates and suggestions.
- Visual aid creation - post build.
- Provide maintenance support.
- Ongoing process improvements: current and future processes.
- Process investigations.
- Process work instructions review.
- Documentation review including procedures.
- Identify and participate in continuous improvement activities in areas such as process control, training, work instructions, assembly aids, operator awareness, tooling.

KEY TASKS:

- Production support.
- Concessions/emails during build.
- Image capture during build.
- Production queries - all processes.
- Tooling design and integration.
- Reflow profile - all furnaces.
- Tooling support and set up.
- Process work instructions – specific.
- Visual aid creation.
- RMA support - image capture – feedback.
- FAI Support.
- CAR Content support.
- RMA Investigation.
- Process specialist support: Con Coat, press fit, XRF, etc
- Ordering stencils and solder paste

SPECIFIC OBJECTIVES:			
<ul style="list-style-type: none"> On time delivery of assembly instructions and production support to minimise down time 			
REPORTING/SUPERVISORY STRUCTURE:			
Reports directly to the Engineering Manager/Principle Production Engineer, reports to the Senior Process Engineer for all day to day tasks. Interacts with other members of the engineering team.			
QUALIFICATIONS:			
<ul style="list-style-type: none"> HNC or equivalent in an engineering discipline Educated to a reasonable level GCSE (including English and Maths) 			
KNOWLEDGE AND SKILLS:			
<ul style="list-style-type: none"> Excellent communication skills, verbal and written Excellent customer service skills Excellent attention to detail Ability to prioritise own workload Good knowledge of Microsoft office to include; excel, word, PowerPoint, Project and outlook Able to work effectively to deadlines Demonstrates proactive approach 			
EXPERIENCE:			
<ul style="list-style-type: none"> Minimum 5 years experience in a similar role in a manufacturing environment Experience in an electronics manufacturing environment / PCB Assembly processes desirable 			
	LEVEL		LEVEL
Manage Performance	3	Manage Communications	3
Manage Oneself	4	Manage Customer Service	3
Manage Others	2/3	Manage Resources	2/3
Manage Relationships	2/3		
SPECIAL FEATURES: any "out of norm" features of the job"			
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.