

JOB PROFILE

JOB TITLE: TRAINEE PCB ASSEMBLER	DEPARTMENT: PRODUCTION	REPORTING TO: SENIOR TRAINING SUPERVISOR / PRODUCTION SUPERVISOR/MANAGER
MAIN PURPOSE OF JOB:		
To undergo training to learn how to carry out hand assembly of Printed Circuit Boards in accordance with Quality and Industry standards		
MAIN RESPONSIBILITIES:		
<ul style="list-style-type: none"> • Interpret assembly drawings and items lists to assemble PCB's to IPC-J-STD-001, class 3 		
KEY TASKS:		
<ul style="list-style-type: none"> • Solder conventional components to IPC-J-STD-001, class 3 • Pre-form, insert and crop component leads using hand tools such as cutters, pliers etc • Incorporate modifications such as wire links • Hand place & solder surface-mount components IPC-J-STD-001, class 3 • Understand and Identify common components / device types & value decoding 		
REPORTING/SUPERVISORY STRUCTURE:		
Reports directly to the Senior Training Supervisor whilst attending training school. Thereafter reports directly to the Production Supervisor/Manager, interacts with team		
QUALIFICATIONS:		
Educated to a reasonable level GCSE (including English and Maths) IPC-J-STD-001 Qualification to be obtained on commencement of training		
KNOWLEDGE AND SKILLS:		
<ul style="list-style-type: none"> • Excellent attention to detail and accuracy • Ability to concentrate for extended periods of time on repetitive tasks • Able to work effectively to deadlines • Demonstrates proactive approach • Dexterity, steady hand to manipulate and position extremely small devices 		

EXPERIENCE:

Experience within a similar role or electronics manufacturing environment would be desirable but is not essential

BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)

	LEVEL		LEVEL
Manage Performance	1	Manage Communications	1
Manage Oneself	1	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.