



## JOB PROFILE

**JOB TITLE:**  
TRAINEE SMT OPERATOR

**DEPARTMENT:**  
SMT

**REPORTING TO:** SMT  
MANAGER/PRODUCTION  
SUPERVISOR

**MAIN PURPOSE OF JOB:**

Populating PCBs to the performance and quality standards required.

**MAIN RESPONSIBILITIES:**

- Identifying and reporting problems with tools to Quality Assurance
- Liaising with Production Supervisor with regard to; time scales, documentation and other general queries
- Liaising with QA Staff on quality problems

**KEY TASKS:**

- Receive job pack, components and pc boards
- Study job pack for instructions
- Setup all necessary equipment
- Carry out necessary checks
- Complete build history documentation
- Wash and label PCB's

**SPECIFIC OBJECTIVES:**

Manufacture PCBA's to the relevant industry/customer build standards.

**REPORTING/SUPERVISORY STRUCTURE:**

Reports directly to the Production Supervisor/SMT Manager interacts with other members of the SMT team

**QUALIFICATIONS:**

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

**KNOWLEDGE AND SKILLS:**

- 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

**EXPERIENCE:**

Experience within a similar role or electronics manufacturing environment is desirable

	<b>LEVEL</b>		<b>LEVEL</b>
Manage Performance	1	Manage Communications	1/2
Manage Oneself	1	Manage Customer Service	1
Manage Others	1	Manage Resources	1/2
Manage Relationships	1/2		

**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.*