



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>DEPARTMENT:</b>	<b>REPORTING TO:</b>
AOI Operator	SMT	AOI Team Leader
<b>LOCATION:</b>	<b>GRADING LEVEL:</b>	<b>DATE OF JOB DESCRIPTION:</b>
Hook	3	September 2018

### **JOB PURPOSE:**

To carry out Automated Optical Inspection (AOI) activities to quality and industry standards.

### **KEY RESPONSIBILITIES AND TASKS:**

- Using written work instructions and items lists to assemble products to customer specifications and IPC-J-STD-001 Class 3 as directed
- Carrying out all AOI related activities in line with AOI process flow
- Testing PCB assemblies using AOI system in line with operating standards
- Identifying and reporting problems to Team Leader
- Complying with all 5S activities as required

### **PROFESSIONAL RESPONSIBILITIES:**

#### **People Management**

- This role has no direct managerial responsibilities

#### **Training and Development**

- To take responsibility for own training and development
- To be regularly supervised in accordance with good practice guidelines and policies
- To participate in the annual performance review process
- To attend all relevant mandatory training as and when required to do so

#### **Health and Safety**

- To ensure that all health and safety requirements are followed in line with Company policies and procedures

#### **General**

- To comply with all Company policies, procedures and values
- To ensure that all duties are carried out to the highest quality standards

### **ROLE & PERSON REQUIREMENTS:**

#### **Role Specification**

- Ability to work to written instructions and bills of materials
- IPC certifications are required
- Experience in AOI is required
- Understanding of component identification codes such as resistors, capacitors and ICs
- Good computer skills including Microsoft Office



**Person Specification**

- High attention to detail and accuracy
- High concentration levels
- Excellent level of dexterity
- Flexible and proactive approach
- Able to respond to changes in demand and meet tight deadlines

**JOB EVALUATION & GRADING INFORMATION:**

**Driving Business Forward**

- Working under: department / line manager
- Level of decision making / influence: none
- Involvement in strategy & growth decisions: no involvement

**Output and Consequences of Work**

- Level of consequence of output: high
- Impact of consequences of output: local level
- Focus on the quality of output: high
- Level of accountability: high
- Area of accountability: own output

**Work Demand and Level of Responsibility**

- Work demand: high
- Level of responsibility: own output and at local level
- Level of responsibility for business activities: supports business activity & assigned activities by leaders

**People Management**

- Managerial responsibilities: none

**Communication**

- Level of communication: normal
- Scope of communication: internal, some cross departmental
- Impact of communication: Limited to some audiences

**Skill Level**

- Level of skill required: high
- Scope of skill level required: local level
- Dealing with issues: escalate problems, use initiative when required
- Processes & procedures: to be followed
- Involvement in strategy decisions: none

**JOB HOLDER:**

**MANAGER:**

Signature:..... Date:.....	Signature:..... Date:.....
-------------------------------	-------------------------------

Please note that this job description is not an exhaustive list of duties and responsibilities. The post holder is required to be flexible and undertake other duties to assist with meeting operational needs.