

ETI JOB DESCRIPTION

Job Title General Assembler
Responsible to Production Manager

Key Responsibilities:

- Using tools to make or repair parts and products.
- Interpreting technical documents, such as diagrams, or other verbal or written instructions.
- Identifying any defective items and handling them according to established procedures.
- Able to solder to an acceptable standard.

Main interactions:

- Internally – Line Manager/Team Leader

Knowledge and experience:

- Working with other members of the line or team in order to assemble products.
- Keeping a clean and tidy workspace.
- Meeting all safety requirements of the company and industry.
- Using reason to solve problems as they arise.

Training/Skills:

- Accurate attention to detail.
- Excellent hand-eye coordination.
- Willing to perform repetitive tasks while sitting or standing for extended periods of time.
- Must have good eyesight, including depth perception, peripheral vision, and the ability to differentiate between colours.

Other:

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation, and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to comply with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

Employee name

Employee Signature

Date