

## Prototype Electronics Ltd

### Job Description

<b>Job Title:</b>	<b>Production Operative</b>
<b>Reports to:</b>	<b>Production Manager (PCB)</b>
<b>Hours:</b>	<b>39 hours per week</b>
<b>Status:</b>	<b>Permanent</b>
<b>Main Purpose of the role:</b>	
<p>The Production Operative works as part of the Production Department. The Production Operative will be required to carry out production tasks associated with the manufacturing process.</p>	
<b>Main Tasks and Duties</b>	
<ul style="list-style-type: none"> <li>• Preparing/masking assemblies for conformal coat</li> <li>• Conformal coat application and touch up – to customer specifications</li> <li>• Kit up and prepare assemblies for selective solder</li> <li>• De-panelling assemblies and ensuring cleanliness is maintained</li> <li>• Packing finished product to customer requirements</li> <li>• Delivering finished product to customers</li> <li>• Ability to follow instructions and diagrams</li> <li>• Good document housekeeping</li> <li>• Working to tight deadlines with a high level of accuracy</li> <li>• Maintain and follow internal processes and procedures</li> <li>• Must be reliable, conscientious and hard working</li> <li>• Ability to work as part of a team</li> <li>• Strive to meet zero defects</li> <li>• Comply with ESD procedures</li> <li>• Complete internal courses as required</li> <li>• Ensure that the working area is kept clean and tidy at all times</li> <li>• Play an active part in problem solving and process improvements</li> <li>• From time to time, you may be requested to carry out other tasks. These tasks will be within your capabilities or carried out with training or supervision.</li> </ul>	
<b>Person Specification</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• IPC610 or willingness to achieve</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent hand-to-eye coordination</li> <li>• High levels of accuracy and completeness</li> <li>• Good communication</li> </ul>

	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Organised</li> </ul>		
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• A good understanding of electronics is desirable</li> <li>• Basic computer skills</li> <li>• Previous experience in electronic manufacturing is desirable</li> <li>• Previous hand assembly work, particularly Surface Mount or Through Hole is desirable</li> <li>• Previous inspection experience (in any industry) is desirable</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willing to work as part of a team</li> <li>• Adaptable to change</li> <li>• Demonstrates a 'can do' attitude</li> <li>• High safety awareness of self and others</li> </ul>		
<b>Other</b>			
<b>Competencies Required of all staff:</b>	<ul style="list-style-type: none"> <li>• All staff are required to champion and embrace the Prototype Electronics company Ethos and Values. You must be Flexible, Willing, Professional, and hold yourself to Impeccable Quality Standards.</li> </ul> <p><b>We go the extra mile to stay ahead of our competition, always!</b></p>		
<b>Issued to:</b>	Name:	Signature:	Date:
<b>Issued by:</b>	Name:	Signature:	Date:
<b>Date:</b>	Reviewed June 2025		