

Prototype Electronics Ltd

Job Description

Job Title:	Production Operative
Reports to:	Production Manager (PCB)
Hours:	39 hours per week
Status:	Permanent
Main Purpose of the role:	
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.	
Main Tasks and Duties	
• Preparing/masking assemblies for conformal coat • Conformal coat application and touch up – to customer specifications • Kit up and prepare assemblies for selective solder • De-panelling assemblies and ensuring cleanliness is maintained • Packing finished product to customer requirements • Delivering finished product to customers • Ability to follow instructions and diagrams • Good document housekeeping • Working to tight deadlines with a high level of accuracy • Maintain and follow internal processes and procedures • Must be reliable, conscientious and hard working • Ability to work as part of a team • Strive to meet zero defects • Comply with ESD procedures • Complete internal courses as required • Ensure that the working area is kept clean and tidy at all times • Play an active part in problem solving and process improvements • 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.	
Person Specification	
Qualifications	• IPC610 or willingness to achieve
Skills and Abilities	• Excellent hand-to-eye coordination • High levels of accuracy and completeness • Good communication

	• Attention to detail • Organised		
Experience and Knowledge	• A good understanding of electronics is desirable • Basic computer skills • Previous experience in electronic manufacturing is desirable • Previous hand assembly work, particularly Surface Mount or Through Hole is desirable • Previous inspection experience (in any industry) is desirable		
Personal Qualities	• Willing to work as part of a team • Adaptable to change • Demonstrates a 'can do' attitude • High safety awareness of self and others		
Other			
Competencies Required of all staff:	• 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. We go the extra mile to stay ahead of our competition, always!		
Issued to:	Name:	Signature:	Date:
Issued by:	Name:	Signature:	Date:
Date:	Reviewed June 2025		