



Prototype Electronics Ltd

Job Description

Job Title:	Wire and Cable Assembly Operative
Post Reference Number:	BB34
Reports to:	Box Build Manager
Reports to you:	N/A
Salary:	Dependent on skills and experience
Hours:	39 hours per week – Monday – Thursday – 7:00am – 5:15pm
Status:	Permanent

Prototype Electronics – About Us

Our business is based on being Customer Obsessed; we pride ourselves on our Impeccable Quality, Responsiveness and Flexibility.

We offer a Professional, Modern approach to electronics manufacturing, and have invested heavily in state-of-the-art manufacturing techniques, as well as investment into our people to make sure we stay ahead of our competition, as a result we offer the following rewards:

- 4 Day working week (Production staff)
- 150% Overtime rate, or bank as TOIL.
- Christmas Bonus.
- Very flexible office hours.
- Subsidised car wash scheme.
- Payday Lottery – Excellent Prizes to be won every Payday.
- Employee led social committee, organising various activities – I.e. Water sports, Go-Karting, Skittles night, Burger night, Comedy nights etc. (all paid for by the company)
- Paid for Christmas Party.
- Carry 2 weeks holiday into following year.
- Free On-site parking.
- Free Tea and Coffee.
- Additional holiday at 3yrs, 5yrs, 10yrs and 15yrs service.
- Christmas Shutdown, paid for by us. (25th Dec to 1st Jan, plus Bank Holidays)
- Pay Bonus at 5yrs Service. (1 week)
- Pay or Holiday Bonus at 10yrs Service (1 week)
- Pay or holiday Bonus at 15yrs Service (1 week)

We are committed to employee growth and encourage them to reach their full potential; we offer in house training and always look to support the development of our staff through external training programs.

Main Purpose of Role

We are looking for Wire and Cable Assemblies Operatives to join our friendly team at Prototype Electronics. You will be responsible for creating and installing a wide range of wires and cables for various builds to meet customer specifications. You will be capable of reading and following instructions to ensure the builds meet quality standards.

Main Tasks and Duties

- Measuring, cutting, stripping, crimping, soldering, and assembling wires and cables according to established procedures and quality standards.
- Reading and interpreting technical drawings, diagrams, and specifications to assemble cables correctly.
- Using various tools and equipment, such as wire cutters, pliers, crimpers, and soldering irons, to prep cables.
- To work as part of a team to produce complex cable assemblies and box build projects.
- To work as instructed by the Line Manager to ensure that customer delivery targets are achieved.
- Follow set processes and suggest improvements if necessary.
- Ensure high quality products are produced.
- Optimise the use of space and tooling to constantly improve efficiency and quality.
- Provide feedback to the Line Manager regarding issues that may arise with products.

Person Specification

Essential		Desirable
Qualifications		<ul style="list-style-type: none"> • IPC-A-620
Skills and Abilities	<ul style="list-style-type: none"> • Keen eye for detail • Ability to carry out hands on work, both electrical and mechanical. • Ability to use crimp tools, soldering irons and various hand tools. • Excellent hand/eye coordination. 	
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of producing complex cable assemblies and box build projects. 	
Personal Qualities	<ul style="list-style-type: none"> • Willing to work as part of a team. • Must be able to follow instructions from Line Managers with a willing, flexible and 'can do' attitude. • Willing to learn and progress. • Adaptable to change. 	

Other		
Competencies Required of all staff:	<ul style="list-style-type: none"> 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. <p>We go the extra mile to stay ahead of our competition, always!</p>	

Working Relationships

The postholder will work under the supervision of the Production Manager but will also be expected to work under their own initiative.
 There is a need for excellent communication and continued maintenance of relationships with all staff.

Terms and Conditions:

- This is a permanent full-time appointment.
- The Contract of Employment will be based on the provisions of the Prototype Electronics Ltd Terms and Conditions and contract.
- The salary for this post - competitive rates of pay dependent on skills and experience.
- Working Hours will be: 39 hours - Mon-Thurs 7am - 5:15pm.
- The annual leave entitlement will be 5.6 weeks per annum to be taken during the period 1 January to 31 December inc agreed Statutory Bank Holidays and company closure days.
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with interim reviews after 1 and 2 months.
- The notice period will be statutory on either side.
- Membership of the NEST pension is available.
- The appointment is subject to the company receiving satisfactory references.

Statement by appointed person:

Section to be completed following offer of post to successful candidate

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Wire and Cable Assembly Operative at Prototype Electronics.

Signed:

Print Name (Block capitals):

Date: