

CANDIDATE SPECIFICATION



JOB TITLE	Galley Electrical Assembler	
REPORTING TO	Supervisor	
DEPARTMENT/SUB DEPARTMENT	Manufacturing, Galley	
LOCATION	Southend-On-Sea	
OVERALL PURPOSE		
To electrically and mechanically assemble Galley products and sub-assemblies, including the test of sub-assemblies and the final product.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • To read wiring diagrams, cut wires, solder, crimp and assemble accordingly, ensuring that both Health and Safety and quality requirements are met, • To test products to ensure they meet: Health and Safety legislation and Company and customer requirements, • To fault find and repair products including development units as required, • To suggest methods for improving product efficiency, • To assemble mechanical assemblies, • To carry out riveting of assemblies, • To read engineering drawings and assemble products to quality requirements, • To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company and to comply with Company rules and regulations, • Responsible for ensuring a high standard of housekeeping is maintained, • To support other team members with other tasks as and when necessary, • To help create and maintain a safe working environment and observe the published Health and Safety procedures, • To carry out other tasks where reasonable and relevant within any manufacturing area. <p>This is not an exhaustive list.</p>		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C or above	✓	
Apprenticeship served		✓

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Ability to solder, crimp and assemble	✓	
Ability to read engineering and wiring diagrams	✓	
Ability to rivet and assemble mechanically	✓	
Ability to use computer with experience of MS Excel	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	