

CANDIDATE SPECIFICATION



JOB TITLE	Electronic Assembly Person
REPORTING TO	Production Supervisor
DEPARTMENT/SUB DEPARTMENT	Ipeco Electronics
LOCATION	St Neots
OVERALL PURPOSE	
To provide a timely, efficient and quality driven assembler including; electronic PTH, hand place Surface Mount, mechanical assembly, conformal coating, labelling and dispatch as required.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none">• To interpret and apply all drawings, instructions and documentation related to the manufacturing of electronic products,• To assemble, solder and wire all PCB assemblies and units to IPC-JSTD-001 and relevant modules,• To ensure inbuilt quality by following routers and inspecting own workmanship,• To have a keen eye for detail and look for opportunities for continuous improvement; working to best practice,• To conformal coat and apply adhesives to product as specified in manufacturing drawings,• To proactively assist the Production Supervisor to ensure the smooth running of the department and raise any issues in a timely manner,• To assist colleagues where required,• To undergo training to remain IPC certified,• To carry out duties in a proper and efficient manner, act wholeheartedly in the interest of the Company at all times and to comply with the Company Rules and Regulations,• Responsible for ensuring that a high standard of housekeeping is maintained,• Responsible for ensuring that all Health & Safety Policies are adhered to,• To carry out any other tasks where reasonable and relevant, when required.	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
IPC-JSTD-001 modules 2-5 or equivalent aerospace qualification		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience of working to class 3 on Power boards or aerospace product		✓
At least 2 years PTH soldering experience		✓
Ability to interpret complex technical drawings	✓	
Surface mount soldering experience down to 04/05 component size		✓
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	✓	