



Job description form

General information

Job Title	Electronic Assembly Operator
Company	Gill Instruments Limited
Department	Production

Position summary

Focused on the manufacture and supply of ultrasonic anemometer and weather station products to the meteorological and commercial weather measurement markets, Gill Instruments, Electronic Assembly Operators play a key role in the manufacture of products to high quality standards using hand tools and assembly jigs.

A correct aptitude, willing to undergo training and a positive can-do approach is necessary.

Typical working hours are Monday to Thursday 7.00am to 3.45pm and Friday 7.00am to 11.30am.

Main duties

- Testing to specified test parameters.
- Recording build / test information on works orders / lot cards.
- Rejecting and recording nonconforming product.
- Quality inspection of own work.
- Maintenance of bench stock items.
- Maintenance and inspection of bench top tools and manufacturing aids.
- Use of in-house PC systems.
- Working to standard construction or build times.

Candidate requirements

- Good dexterity and an eye for detail and quality.
- Good eye for quality and pride in one's work.
- Organised and self-motivated individual with initiative to prioritise.
- Ability to work as part of a team and on own.
- Good communication skills.
- Tidy and organized.
- Flexibility.
- Common sense.
- Methodical.
- Positive and friendly approach.

Additional advantageous experience

- Previous soldering and wiring experience.
- Previous electromechanical assembly from works instructions.
- PC literate with general numeracy and literacy skills.
- Previous test equipment experience an advantage.
- Manual handling experience.
- Conformance to ISO9001 including, but not limited to, ATEX and CSA procedures.

Reporting structure

Electronic Assembly Operator – Manufacturing Lead – Manufacturing Manager

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent. Employees will be required to follow any other reasonable job-related instruction as requested by their manager or a company director.