

# **ELECTRO**

## **Assembly Services Limited**

### **Job Specification    Surface Mount Department Supervisor**

**Responsible for :** All aspects of the Surface Mount Department

**Role:** The ideal candidate will be able to:-

- Prioritise work load for machines and staff,
- Implement work schedules,
- Highlight areas of in-effective production and implement changes where required,
- Ensure all staff work to the correct drawings and procedures,
- Ensure that all staff are fully employed at all times,
- Motivate,
- Discipline according to the companies procedures,
- Ensure all staff are meeting the quality standards required,
- Ensure the machines are maintained and kept clean,
- Offer hands on support to assist in loading, running or setting machines in cases of absence or peak production periods.
- Work in accordance with full compliance with all legal and regulatory requirements.

The candidate would require previous experience in Surface Mount Assembly procedures and possess good communication skills. Previous supervisory skills would also be preferred.

Working hours are:-

Monday to Thursday        7.30am to 4.30pm

Friday                        7.30am to 1.30pm

40 Hour Week.

Annual Holiday : All Bank holidays plus 20 days incrementing to 25 with length of service.

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