



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: ASSEMBLY OPERATIVE

RESPONSIBLE TO: SHIFT MANAGER MULTIPLIER ASSEMBLY

PURPOSE OF THE JOB:

To provide a support role in the Multiplier Assembly Area undertaking a number of assembly and preparation activities to allow product to be despatched on time.

KEY TASKS:

1. To finish pack a range of Multiplier products in bespoke packaging prior to final despatch.
2. To assist in the preparation (masking/degreasing) of components prior to painting.
3. To operate the laser marking machine to engrave serial numbers and logos using proven programmes and procedures.
4. To assist the Stores Co-ordinator with weekly cycle counting, picking of spares and movement of parts within the department.
5. To carry out basic assembly work as required by the Cell Leader/Shift Manager.
6. To be responsible for maintaining data accuracy throughout all aspects of the role, reporting all errors using the correct procedures.
7. To assist with the training of apprentices, trainees, customers, agents' representatives and new assembly workers.
8. To identify quality issues and react accordingly.
9. Any other duties as required by the Process/Shift Manager