

JOB TITLE : Production Assistant - General

DEPARTMENT: Production

REPORTS TO : Production Team Manager

The job holder will be primarily located at the company's premises in Feltham, Middlesex, England.

Job Purpose:

To provide product assembly and test activities for the production team.

Job Description:

Reporting to the Production Team Manager the main duties (primary tasks) for the job holder are outlined below;

- a) To provide General Assembly according to Work Instructions and Quality Procedures
- b) To provide Inspection, Testing and Packing of assemblies and finished units
- c) To assist stores staff in picking materials from stores according to kit list details
- d) To provide general duties for Production Department.

Accountabilities:

- a) Adhering to company policies, including Health & Safety, Quality and Environmental
- b) Workmanship / Product Quality
- c) Accurate documentation
- d) Safe operation of pallet truck & related manual handling duties

Essential Skills & Qualifications

- a) Good level of basic education including Maths and English
- b) Effective written and verbal communication
- c) Relevant experience of electro-mechanical production assembly
- d) Be physically fit for manual handling
- e) Authorised to work in the United Kingdom



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Desired Attributes:

- a) Excellent attention to detail and quality
- b) Team player
- c) Ability to diagnose technical faults
- d) Basic IT skills

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organisation.