



JOB DESCRIPTION

Title	Assembly Operator
Reporting To	Operations Manager
Accountable For	Sub assembly process, customer specification and delivery dead line.
Accountable To	Manufacturing Manager / Operations Manager
Overall Description	Assemble various components in accordance with specified build plan
Main Duties	<ul style="list-style-type: none"> • Assemble various components into a sub assembly, in line with set company processes. • Test other team member’s work to ensure assembly accuracy and quality. • Comply with relevant company and Health and Safety procedures and regulations.
Person Spec	<ul style="list-style-type: none"> • Previous experience of working with technical drawings and specifications • Ability to assemble from drawings and specifications • Willing to undertake repetitive tasks whilst maintaining product quality requirements and delivery schedules. • Dexterous with the ability to undertake appropriate manual handling activities. • Preferably manual handling trained. • Quality focused with good attention to detail. • Literate and numerate. • Team player • Flexible approach to overtime requests • Quality focused i.e., right first time - every time • Inquisitive and confident to ask questions
Equal Opportunities Statement	<p>Metric is committed to policies which will promote equal opportunity in employment regardless of age, sex, gender reassignment, sexual orientation, marital status, disability, religion, beliefs, colour, race, nationality, ethnic or national origin.</p> <p>Our aim is to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by employment conditions or requirements which cannot be shown to be justifiable.</p>
Health & Safety Statement	<p>Under the Health & Safety at Work Act, each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health & safety matters should be raised in the first instance with your supervisor, your manager or a member of Human Resources Department.</p>
Review Date	First 6 months then annually

Employee Signature:..... Date: -----

HR Signature: ----- Date: -----