

# Operator (SMD Department)

## Job Description / Person Specification (February 2022)

The nitty gritty of the role:

Reporting to	SMD Supervisor
Normal Working hours	37hrs / week Mon – Thu 07:30-16.00 (half hour lunch) Fri – 07:30-12:30 (no lunch)
Remuneration	£10.70 per hour
Standard stuff:	
Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for “perfect” attendance

### Who are we looking for:

Reporting to the SMD Supervisor you will be responsible for the set-up and operation of our SMD equipment along with other hand assembly and support tasks within SMD. Along with the Supervisor you will be part of a team of technicians and operators who organise the work, keep the machines running efficiently and solve technical issues with the equipment and jobs.

Candidates must be able to demonstrate relevant experience in SMD Assembly, have good organisational skills and the ability to maintain both output and quality in equal measure. Our lines are configured with DEK printing and Siemens placement, so experience with these machines would be desirable.

This is a great opportunity for an enthusiastic person with a good sense of urgency and attention to detail to work within a very busy department.

As well as being responsible for your own work you will also be required to work as a team assisting on other lines and jobs as needed. You will rotate between lines / areas to ensure your experience and expertise of all our equipment and processes is of the highest level.

The nature of the task means that you will be on your feet for the majority of the day and handling small electronics components down to 0201 size chip resistors and capacitors.

## Who should apply:

Candidates will need to demonstrate:

- Behaviors and attitudes that meet the needs of our ethos
- Proven experience in surface mount assembly
- Be able to read and interpret Drawings, Diagrams and Bills of Materials
- Be able to demonstrate your attention to detail / quality
- Good grasp of English Language (GCSE Grade 5/D or equivalent)
- Good computer skills
- Be able to communicate at all levels
- Able to cope with the physical aspects of the job
- Local to Windsor (easily commutable within 30 mins)

## How to apply:

Either:

Email us at [jobs.windsor@note-ems.com](mailto:jobs.windsor@note-ems.com) with the following attachments:

- a completed application form
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)