

# Kitting Operator (SMD Department)

## Job Description / Person Specification (June 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	Up to £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:

Candidates ideally will have experience in kitting or setting up components for the Surface Mount process. You will need to demonstrate attention to detail, working with numbers and lists, good computer skills and ideally some electronic component knowledge (basic recognition).

This is a great opportunity for an enthusiastic person with a good sense of urgency and attention to detail. Much of the day is spent on your feet assembling small components onto feeder tables, so this should be considered when applying for this role.

### Who should apply:

Candidates will need to demonstrate:

- Behaviors and attitudes that meet the needs of our ethos
- SMT knowledge is desirable, but not essential
- Ability to read and interpret Bills of Materials & other related lists
- Attention to detail & quality
- Good grasp of English Language (GCSE Grade 5/D or equivalent)
- Good computer skills
- Ability to communicate at all levels
- Easy commute to Windsor

## 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
- a current 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](#)