**Job Description**

**Job Title:** Process Operative (Assembly)

**Job Summary:**

* Operate secondary process machines associated with manufacturing process for CD/ FSPT
* Monitor all aspects of the assembly to maintain quality-based production, follow work instructions at all times.
* Assist in the control of work flow as scheduled to meet customer deadlines;
* Ensure jobs are completed properly and paperwork is filled out.
* After secondary process, solvent weld, digi-print, assemble products in line with production schedule under team leader/supervisor guidance.
* To undertake other duties which may arise or as may be delegated from time to time.
* Work with other team operatives to ensure on time production and quality

**Key Responsibilities:**

* Checking the accuracy of product specification, to ensure part quality and dimensional stability.
* Health & Safety awareness
* Undertake fault diagnosis and remedial action.
* Work with supervisors, operatives & others to ship product to the customers on time.
* Adhering to Production Schedules and minimising machine/process downtime
* Assist with Work Procedure Implementation.
* ISO 9001:2000 Awareness