

JOB DESCRIPTION

TITLE	Assembly Technician		
DEPARTMENT	Shop Floor	LOCATION:	Campus 5
HOURS OF WORK	39 hours per week	DAYS WORKED:	Monday to Friday
DIRECT REPORTS		REPORTS TO	Team Leader

Responsibilities

- Align and assemble complex aerospace assemblies
- Assembly of all types of inserts including Keenserts and Helicoils
- Apply adhesive tape to high value aerospace and automotive components
- Follow detailed assembly instructions
- Good attention to detail
- Capable of fine limit tasks and working to the required high quality standard
- Able to work on own initiative and as part of a team
- Good communication skills
- Keep their working environment clean and tidy using 5S and Lean methodology
- Working to tight deadlines when required

Additional Duties

1. To contribute to productivity and morale by communicating problems promptly to management and by assisting members of immediate, and wider teams, when required, to the best of job holder's abilities.
2. To communicate effectively with management and other staff in order to improve morale and teamwork as well as better understanding of, and progress towards, overall Company goals.
3. Occasionally there will be a requirement to work extra hours to meet deadlines.
4. This job description is intended as a guide to the main responsibilities of the post, and the job holder will be required to undertake such duties appropriate to the grade and/or position as may be required by the Manager and/or Company, to ensure the smooth running of the Business.

General

1. To act in a manner that a reasonable person would expect from a member of staff.
2. By general demeanour and professionalism, to ensure always that the image presented of the Company is a favourable one.
3. To be aware of, and adhere to, Company policies and procedures.
4. To undertake, and participate in, the Company appraisal and reviews.

5. To actively participate in training and development courses appropriate to job holder's role and maximise opportunities for self-development by identifying any additional training needs.
6. The job holder will not, without due authorisation (or taking all reasonable care) and good faith, divulge private or strictly confidential information relating to the Company or to its staff, customers, suppliers or applicants, and particularly in respect of personal data.
7. The job holder will report any area of concern to their Manager.
8. The job holder will at all times carry out their duties and conduct with due regard to the Company's policies

Safety, Health & Environment

1. To work safely at all times in line with safety, health & environment legislation.
2. To be aware of, and adhere to all Company Safety, Quality and Hygiene procedures.
3. To ensure correct personal protective equipment is worn / used where applicable.
4. Ensure that identified risks are reported to Manager.



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