

# Assembly Operative – Job Description

---

**Stannah**

**Reports to:** Cell coordinator / Shift Leader

**Purpose:** Manufacturing of subassemblies and assemblies including the testing of products in line with daily targets to achieve required outputs as per business requirements.  
The assembly area consists of dedicated cells with production organised along one-piece-flow processes using tracks positioned approximately 800 ml high. Each operative is responsible for the manufacture of a sub-assembly and assemblies, each is passed to the next in-line operative. Production times of each workstation are balanced therefore output and continuity are dependent upon each assembly taking a similar time.

## **Key Responsibilities:**

### **Health, Safety and the Environment:**

1. Work in accordance with the Company Health & Safety Policies in all that we do in order that we protect ourselves and others from any risk of harm.
2. Working in accordance with the safe systems of work and standard operating procedures.
3. Using all mechanical aids designed to reduce the level of manual handling
4. For the housekeeping in work area.
5. Reporting all accidents and near misses
6. Work in accordance with the requirements of the Company's environmental standard

### **The Role:**

#### Online

1. Assemble a sub-assembly of a full product on an assembly line (in accordance with Standard Operating Procedures).
2. Ensuring hourly targets are met consistently
3. Pick components from bins positioned both above and below waist height.
4. Ensure downtime is recorded for your operational stage
5. Use pneumatic, electric powered tools, and a small number of hand tools.
6. Ensure all parts not meeting our manufacturing standards are rejected at the end of or during the shift
7. Use of computers to produce bar code labels.
8. Ensure all known part shortages are reported immediately
9. Use of hoists to manoeuvre heavy loads (25kgs) onto pallets.
10. Manually load lighter finished parts onto pallets

11. Remove pallets of finished product to the dispatch area, using a hand palletiser
12. Get involved in continuous improvement activities

#### Off line

1. Ensuring the on-line stocks of vendor managed inventory from the Carousel
2. Identifying quality issues and reporting such to the quality inspectors or to the Cell coordinator
3. Assisting in the resolution of quality issues
4. Assisting in the resolution of downtime issues
5. Each operator must be capable of being multi-skilled to ensure flexibility in all positions

#### **Skills required:**

1. Worked in modern manufacturing environment
2. Excellent team working and ability to integrate into existing team.
3. Must be committed to cross functional training.
4. Proactive problem solver.
5. An understanding of the Continuous Improvement process
6. Must have expected level of BE:Stannah behaviours

#### **The Person:**

1. Physically fit and active
2. Basic schooling
3. Self-motivated with low managerial maintenance requirement
4. Have a flexible approach to working hours to assist the business when needed
5. Demonstrates honesty and integrity at all times

N.B. This is not intended to be a full definition of responsibilities, and the postholder will be expected to assist in such other responsibilities as may be allocated.