

**Job Description – NLT Laser Production Operative**

<b>Department:</b> Needham Laser Technologies Limited	<b>Reporting To:</b> Production Manager
<b>Name:</b> tbc	<b>Position/Title:</b> <i>Production Operative Laser Assembly</i>
<p><b>Job Purpose:</b></p> <p>This role is responsible for the assembly of NLT’s own line of laser marking systems. The Production Operative Laser Assembly is responsible for supporting the implementation of continuous improvement activities such as quality improvement to reduce waste and increase productivity and ensuring health and safety disciplines are adhered to.</p> <p>Additionally, you will need to embody the TNG values of honesty, excellence, and selflessness at all times.</p>	
<p><b>Key Responsibilities and Accountability:</b></p> <ul style="list-style-type: none"> <li>▪ Carry out fitting, assembly and wiring of laser marking systems.</li> <li>▪ Ensure that all assembly components are in line with bills of material (BOM’s).</li> <li>▪ Align and test assembled parts.</li> <li>▪ Commit to learning about the technology and the industry.</li> <li>▪ Suggest ideas for improvements in day to day processes.</li> <li>▪ Ensuring the company’s products are produced correctly, safely and to the agreed standards.</li> <li>▪ Working closely with the production manager to achieve the high-quality standards.</li> <li>▪ Housekeeping duties to ensure the site is clean and tidy at the end of each day.</li> <li>▪ Carry out stock checks as required.</li> <li>▪ Ability to multitask across the business to ensure the smooth running of all areas of production.</li> <li>▪ Contributes to team effort by accomplishing related results as needed.</li> <li>▪ Experienced in using handheld and electrical tools.</li> <li>▪ Testing of lasers (full training will be given).</li> <li>▪ A good level of computer skills.</li> <li>▪ Experience of mechanical assembly/electrical assembly would be advantageous.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>▪ Attend internal meetings with other company functions necessary to perform duties and aid business development</li> <li>▪ Attend training and develop relevant knowledge, techniques and skills</li> <li>▪ Adhere to health and safety policy, and other requirements relating to care of equipment</li> <li>▪ Present the company in a positive and professional manner to all customers, suppliers and outside agencies and organisations</li> <li>▪ Always embody the values of TNG</li> </ul>	
<p><b>Additional Expectations:</b></p> <p>The role is expected to ensure that a safe working environment is encouraged, and continuous improvement initiatives are engaged with and actively encourages improvements to ways of working improving efficiencies.</p> <p>This role is predominantly based at Head Office in Whitchurch.</p> <p>Performance targets will be communicated to you and reviewed on a regular basis.</p>	
<b>Date:</b>	
<b>Ref:</b>	