

Production Operator

Location: St Leonards on Sea, East Sussex

Introduction

Photek is a specialist manufacturer of vacuum-based tubes and camera systems for charged particle detection and imaging (photon, electron, and neutron); this includes Camera Systems, Image Intensifiers, Photomultiplier Tubes, Neutron Detection and Imaging Systems, Streak Tubes plus a range of associated electronics. The company is based in St Leonards on Sea, East Sussex and has around 55 employees. Photek is part of the Tibidabo Scientific Industries group of companies.

The Role

Photek is seeking the right individual to join its Production Team in the role of Production Operator. The role will involve working in several different production areas to ensure sufficient flexibility in our production requirement; this will include working in a clean room environment for part of the working week, wearing suitable PPE which is provided.

Reporting, Location & Travel

This is a full-time, office-based role reporting to a Production Team Leader, working within the Production Team and as part of the wider Operations Department. The role requires close working relationships with other Production Team members on a daily basis, with the Engineering and Test Department when required and with the Operations Management Team to ensure production plans are met.

Key Responsibilities

Responsibilities include, although are not limited to the following:

- Preparation and cleaning of components used in sub-assemblies
- Manual assembly operations including use of small hand tools
- Use of automated equipment used in assembly processes
- Use of welding and/or soldering equipment, and use of lathes, mills and drills
- Measurement of parts and inspection (possibly using microscope)
- Completing paperwork, recording data and following detailed written production procedures
- Complete operations within given time frame
- Component testing
- Support for despatching of product to customer

Relevant Skills & Competencies

Successful candidates should be able to demonstrate the following relevant skills and competencies:

- High level of manual dexterity, good hand to eye coordination and patience are required, with the ability to assemble small components
- Good attention to detail and the ability to accurately follow and adhere to work instructions and documented procedures
- Able to work independently using own initiative as well as part of a team, working within and collaborating across several teams to meet production targets and deadlines
- A proactive approach to work in a dynamic environment
- Good communication skills and understanding of English language, both written and verbal
- Good level of computer literacy
- Able to maintain a clean, organised and safe working environment at all times
- Able to follow health, safety and quality guidelines to minimise risks and ensure compliance with company procedures
- Willingness to learn new skills and adapt to different tasks as required

Relevant Knowledge & Experience

Candidates should assess their suitability against the following essential and/or desirable requirements:

- Proficiency in using hand tools and basic mechanical knowledge or experience working with mechanical components is advantageous, although not essential
- Previous experience in assembly work or within a manufacturing or industrial environment is desirable, although not essential
- Good level of education with a minimum of GSSE Maths and English Grade 6-9/A-C, or equivalent

Job Description Cont/...

Employee Benefits

In return for a rewarding and fulfilling career, successful candidates can look forward to receiving a competitive salary, plus the following employee benefits:

- **Annual Leave Entitlement:** Employees have 20 days annual leave entitlement each year for use between January and December; this is in addition to Bank Holidays of which there are typically eight. Leave entitlement increases by 1 additional day for each full holiday year of service, up to a maximum of 5 additional days; this provides a maximum of 25 days entitlement after 5 complete holiday years.
- **Pension Scheme:** eligible employees will be automatically enrolled into the company's Group Personal Pension Scheme with Royal London after completing three months' service. Contributions are made at 3% Employer and 5% Employee, although employees may increase their contributions if they choose.
- **Employee Assistance Programme (EAP):** all employees have access to the company's EAP which provides employees with free access to a confidential helpline providing immediate help and support with any issues, whether work related or personal for employees and their family.
- **Cyclescheme:** Employees have the opportunity to purchase bikes and accessories at significantly reduced rates, with repayments made through salary sacrifice over a period of 12 months.
- **Home & Tech Scheme:** similar to the Cyclescheme, Employees are able take advantage of discounted rates at Currys, Ikea & John Lewis, purchasing anything from laptops, phones and appliances to furniture, kitchen and tableware and more, with repayments made through salary sacrifice over a period of 12 months.
- **Birthday Leave:** employees can book a day's Birthday Leave each year to celebrate their birthday.

Full details of the Employee Benefits are available upon provisional offer of employment.