**JOB DESCRIPTION**

**JOB TITLE**: Production Assistant

**RESPONSIBLE TO**: Production Manager

**PURPOSE OF JOB**:

To test all products ensuring the exact specification and quality is met as well as completing the task within the agreed timescales.

To maintain a stock management system, ensuring the stock is up to date and kept in an orderly condition

Install and Service WCCTV product in the field as and when necessary.

**MAIN DUTIES**:

1) **Electronic Assembly and Test**

a. PCB Board Assembly

b. Cable preparation

c. Programming Surveillance cameras (analogue and IP)

d. Overall assembly of WCCTV products

e. Testing of products

f. Completion of build records

g. Remedial fault analysis/technical support

h. installation and service of WCCTV products out in the field.

2) **Business Improvement**

a. To assist in the implementation of improvements wherever possible to reduce costs and improve time efficiency

b. To assist and update production processes and documentation

c. To assist in engineering change control

**Other Duties**

1. Warehouse Management
2. General Housekeeping
3. Improvement in production area for test equipment area
4. In Field Surveillance Trailer delivery, Set-up and maintenance

Any other duties within the level of competence as requested by the Production Manager or a member of the Management team.

To ensure that all procedures are adhered to as stipulated in the Company Quality Procedures and Quality Policy in accordance with the latest ISO 9001 standard and Company Security Policies adhered to in accordance with latest ISO 27001.

Post Holder:……………………………………… Date:……………………………………………….

Manager:………………………………………… Date:……………………………………………….