**JOB DESCRIPTION**

**JOB TITLE: CCTV Production Assistant**

**RESPONSIBLE TO: Production Team Leader**

**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.

**Electronic Assembly and Test**

* PCB Board Assembly
* Cable preparation
* Programming Surveillance cameras (analogue and IP)
* Overall assembly of WCCTV products
* Testing of products
* Completion of build records
* Remedial fault analysis/technical support
* Installation and service of WCCTV products out in the field

**Business Improvement**

* To assist in the implementation of improvements wherever possible to reduce costs and improve time efficiency
* To assist and update production processes and documentation
* To assist in engineering change control

**Other Duties**

* Warehouse Management
* General Housekeeping
* Improvement in production area for test equipment area
* In Field Surveillance Trailer delivery, Set-up and maintenance

**Quality**

* To ensure that all procedures are adhered to as stipulated in the WCCTV Quality Procedures and Quality Policy in accordance with the ISO 9001:2015 standard.

Any additional duties within the level of competence as requested by the Production Team Leader or a member of the Management Team.

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

 **(Print Name)**

 **…………………………………**

 **(Signature)**

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

 **(Print Name)**

 **………………………………..**

 **(Signature)**