

Gentex Europe Job Description

Job Title: General Factory Operator Department: Production	Approved by: Reports to: Production Manager	Date: 02.11.16 Revision no: 2
Job Status: Full-time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temp <input type="checkbox"/> Location: Letchworth <input type="checkbox"/> Stranraer <input checked="" type="checkbox"/> Home Based <input type="checkbox"/>		
Purpose/Objective: To assist in the manufacture of various components and or functions that form part of the companys broad range of high quality safety critical headwear products.		
Key duties/responsibilities <ul style="list-style-type: none"> Carry out assembly operations in accordance with formal PPIs. Inspect/ test and record pass/fail criteria in accordance with formal test procedures. Maintain computerized records for above. Ensure your work/test areas are tidy and well maintained. Understand company current H & S procedures. Be prepared to transfer as necessary, as and when factory demand dictates. 	Person Specification Good secondary education to GCSE level. . Good communication skills at all levels. Be able to mix well with other people and communicate clearly. Be attentive and able to understand verbal/written instructions clearly. Show flexibility and adapt to changing demands within the department. Must be methodical in their approach to new assembly and test procedures.	
Skills and Abilities Previous experience of working in a factory environment. Good organizational skills. Understand importance of accurate record keeping.	Qualifications/Experience <ul style="list-style-type: none"> English/Arithmetic/Math's O level or equivalent preferred. Qualifications or experience of using window-based computer systems an advantage. Any work-related training e.g. H & S, First Aid, Forklift, Manual Handling etc. an advantage. 	
	Any other duties	

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Competencies	Expected level for the	Current level	Gap	Comments	Key
Computer Skills	1				0 Not Required
Health & Safety Procedures	2				1 Training necessary
Manufacturing Experience	3				2 In training
Knowledge of Assy Techniques	1				3 Qual with s/vision
Hand/Eye Co-ordination	3				4 Fully qualified
Writing Ability	4				5 Able to train others
Numeracy Ability	4				

Travel: **Generally, travel not req** ☐ **Limited travel req** ☒ **Regular travel req** ☐

Career Progression and Training and Development

Please note that the position description is not a full and detailed description of a position. It will only cover approximately 80% of the tasks.

I hereby confirm that I have read and understood the Job Description and will fulfil my duties and responsibilities in an efficient manner.

Full Name of Employee

Date and Signature of Employee

Date and Signature of Line Manager