

# Production Technician

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## 1. OBJECTIVE AND OVERALL PURPOSE:

The objective of the Production Technician is to assemble and deliver quality Siretta own products, as directed by Production and Product Management, within designated timescales to meet contractual obligations and to perform warehouse duties as required. This being mainly related to production relevant warehouse operations although may, in agreement with your manager, occasionally require more general assistance.

## 2. SPECIFIC LIST OF DUTIES/TASKS:

Understand and execute production, assembly and programming procedures for Siretta Ltd

Understand and work to the required delivery schedule for these products via information given by Production and Product Management

Develop processes and documentation to support BOM information, configuration, assembly, programming and test procedures.

Work with QA Personnel and integrate these processes within our ISO9000 system.

Ensure all equipment is kept in good condition and stored correctly.

Work closely with other members of the department to report on progress and highlight potential issues.

Ensure all work undertaken is done so in accordance with company policy and in a safe manner.

Ensure departmental housekeeping is of a high standard.

Share knowledge with other members of the team.

Carry out any other reasonable tasks as required by Management.

Participate in training as required.

## 3. RELATIONSHIPS AND ROLES:

The Production Technician reports to the Production Manager.

Work with QA personnel to develop robust procedures within our ISO9000 systems.

## 4. KEY PERFORMANCE INDICATORS:

- a. Participate in weekly Production Meetings facilitated by your Manager and to ensure that you follow up and action all resultant tasks. These to include the following: -
  - Agreeing weekly priorities.
  - Monitoring progress.
  - Ensuring tasks are completed in a quality and timely manner.
  - Ensure that all ISO9001 & relevant business procedures are complied with at all times.
- b. Review all Test Procedures to compile and present to your Manager a GAP analysis re any delinquencies or amendments identified in order to improve and enhance efficiency, quality, timeliness and effectiveness.

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## 5. LOCATION:

This is an office based position.

**Manager: Job definition is accurately defined for the role**

**Signed:**

**Dated**

**Employee: Job description is understood and accepted**

**Signed:**

**Date:**

**This document may be updated as a result of annual appraisals**

**Date:**