


axiom

Job Role Definition for
Process Engineer

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Name:			
Job Title:	Process Engineer		
Department/Section: Process and Program Engineering	Reports to:	Manufacturing Engineering Manager	
	Date approved:	November 2024	

<p>Main Purpose of Role</p> <p>Identify all concerns within manufacturing that could affect the smooth introduction of NPI products and implement appropriate countermeasures as necessary. In addition, investigate, maintain and improve products already in manufacturing and so ensure that they are produced in the most effective manner.</p>
<p>Outcomes of Role</p> <ul style="list-style-type: none"> • No process related problems. • All processes are optimised. • Production output is achieved through the optimum balance of the line. • Engineering drawings are translated into SWP's and supporting documentation understood by production staff.
<p>Reporting Structure</p> <p>Reporting to:</p>  <pre> graph LR A[Manufacturing Engineering Manager] --> B[Senior Manufacturing Engineer] B --> C[Process Engineer] </pre>

Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Act as a main point of contact for all technical and engineering related issues on shopfloor. • Drive all production jig requirements through the mechanical engineers and ensure a smooth implementation into production. • Ensure all machinery/ tooling to carry out build processes are available in readiness of production start. • Generate and implement SWP's and supporting documentation in readiness of production start. • Ensure a smooth implementation of all NPI products into Production from a build perspective and provide feedback and solution to any issues that may arise. • Continually scrutinise line conditions to eliminate motion loss and identify non-value added operations leading to increased efficiency, this can include liaising with Production Supervisor where necessary. • Identify design changes which will aid the manufacturing process and raise DFM forms. • Analyse internal rejects, scrap and Customer returns and devise countermeasures to prevent reoccurrence. • Carry out fit, form and function assessments in the Sample Approval process. • Liaise with customers as and when required by Head of Process & Program Engineering. • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Any other duties deemed necessary
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • HNC/HTC (or equivalent) in mechanical or electromechanical discipline. 	
Knowledge	

<ul style="list-style-type: none"> • At least 5 years electro/mechanical assembly in CEM or OEM environment. • J-STD-001/IPC-610 E awareness. 	
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Competencies

Leading and Deciding
<ul style="list-style-type: none"> • Takes initiative, acts with confidence and works under own direction
Supporting and Cooperating
<ul style="list-style-type: none"> • Demonstrate integrity. • Demonstrate an interest in & understanding of others.
Interacting and Presenting
<ul style="list-style-type: none"> • Relates well to people at all levels. • Establish and maintain good relationships.
Analysing and Interpreting
<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise. • Shares expertise and knowledge with others. • Produces workable solutions to solve problems.
Creating and Conceptualising
<ul style="list-style-type: none"> • Encourages and organisational learning approach (i.e. Learns from successes and failures and seeks staff and customer feedback). • Seeks opportunities for organisational improvement. Takes account of a wide range of issues across, and related to, the organisation.
Organising and Executing
<ul style="list-style-type: none"> • Sets high standards for quality and quantity. • Manages time effectively. • Focuses on customer needs and satisfaction. • Works in a systematic, methodical and orderly way. • Follows procedures and policies. • Monitors performance against deadlines and milestones.

Adapting and Coping

- Adapts to changing circumstances
- Accepts new ideas and change initiatives

Enterprising and Performing

- Accepts and tackles demanding goals with professional outlook.
- Seeks progression to roles of increased responsibility and influence.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____