

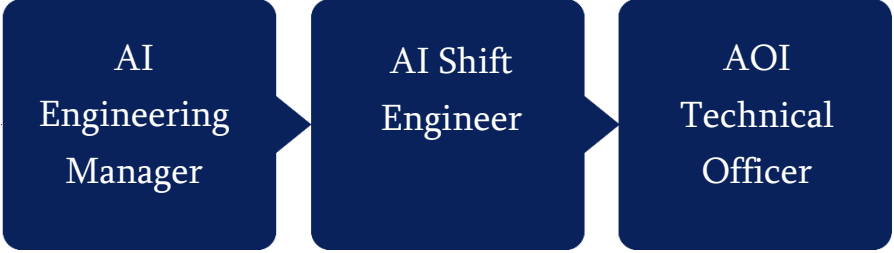
axiom

Job Role Definition for
AOI Technical Officer

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Name:			
Job Title:	AOI Technical Officer		
Department/Section: Auto Insert	Reports to:	AI Engineering Manager	
	Date approved:	November 2024	

<p>Main Purpose of Role</p> <p>To be responsible for generation of AOI programs and controlling documentation.</p>
<p>Outcomes of Role</p> <ul style="list-style-type: none"> To 100% Guarantee accurate program generation to capture any build issues. To 100% guarantee product build documentation and investigate any potential discrepancies that occur. Provide closed loop feedback to A.I Technical team / Production team.
<p>Reporting Structure</p> <p>Reporting to:</p>  <pre> graph LR A[AI Engineering Manager] --> B[AI Shift Engineer] B --> C[AOI Technical Officer] </pre>

Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Ensure all information is available for AOI program generation to begin. • Ensure all build documentation is accurate at point of program generation. • Ensure correct set-up of new component templates – providing maximum potential defect detection. • Product library's and programs to be maintained and debugged accordingly to deliver minimum false calls. • Ensure product timing information is recorded and correct. • Conduct minor repair and visual inspection duties as required in line with IPC-610 & J-Std-001. • 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"> • Adequate numeracy and literacy skills • Microsoft office skills • Good organizational skills • Good attention to detail • IPC-610 & J-Std-001 	<ul style="list-style-type: none"> • SMT Component and process knowledge. • Able to program OMRON AOI systems • Able to read customer electronic drawings.
Knowledge	

<ul style="list-style-type: none"> • Previous electronic manufacturing experience. 	<ul style="list-style-type: none"> • Experience in Program Generation. • Experience in CAD conversion. • Experience in using & writing databases.
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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"> • Demonstrates integrity. • Demonstrates an interest in & understanding of others.
Interacting and Presenting
<ul style="list-style-type: none"> • Projects credibility. • Relates well to people at all levels.
Analysing and Interpreting
<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise. • Shares expertise and knowledge with others. • Demonstrates appropriate physical co-ordination and endurance manual skills, spatial awareness and dexterity. • Demonstrates an understanding of different organisational departments and functions. • Demonstrates an understanding of how one issue may be part of a much larger system
Creating and Conceptualising
<ul style="list-style-type: none"> • Rapidly learns new tasks and quickly commits information to memory. • Seeks opportunities for organisational improvement.
Organising and Executing
<ul style="list-style-type: none"> • Manages time effectively. • Focuses on customer needs and satisfaction. • Sets high standards for quality and quantity. • Works in a systematic, methodical and orderly way. • Appropriately follows instructions from others without unnecessarily challenging authority.

- Follows procedures and policies.
- Complies with legal obligations and safety requirements of the role.
- Consistently achieves project goals.

Adapting and Coping

- Accepts new ideas and change initiatives.

Enterprising and Performing

- Works hard and puts in longer hours when it is necessary.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____