

SUMMER STUDENT INTERNSHIP PROGRAMME
POSITION DESCRIPTION
ELECTRONICS / ELECTRICAL ASSEMBLER

PRACTICAL

POSITION OBJECTIVE:	<ul style="list-style-type: none"> To assist the electronics / electrical assembly department to meet supply demands
CUSTOMERS:	<ul style="list-style-type: none"> Internal customers
REPORTS TO:	<ul style="list-style-type: none"> Electronics / Electrical Production Manager
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> Ensure all product dispatched is clearly identified through labelling and is accompanied by supporting packing list documentation Work to specifications assembling parts or fixing them in position using handheld tools Identification of part numbers and common electrical/electronic components Correct identification of wire types, wire crimps Wire measure, cutting and stripping Wire crimping Mechanical assembly using fasteners like screws, nuts, rivets Wire soldering onto connectors Termination of wires into screw and cage clamp terminals Loom inspection - capable of identifying quality of physical loom assembly, soldiering and crimping Loom testing - capable of testing loom manually using multimeter and automatically using computerized cable tester Tidy looming and securing of light gauge wiring Confidently reading wiring diagram Electronic assembly including PCB mounting Electronic assembly programming, micro burning and testing Assists in the writing and editing of assembly and testing procedure documents Carry out all tasks as could be reasonably expected of you Adhere to times of work and provide accurate timekeeping records as required. Maintain a clean and tidy workplace Ensure your use of company tools and equipment is done correctly and are maintained to level to prevent unnecessary or premature deterioration Ensure all tasks are carried out in a manner that minimises potential harm to yourself or others All tasks must meet or exceed recognised electrical standards of wiring and testing
PERSON SPECIFICATIONS:	<p>ESSENTIAL SKILLS</p> <ul style="list-style-type: none"> Good communication skills, written and verbal Good planning and time-management skills Has a can-do attitude <p>DESIRED SKILLS</p> <ul style="list-style-type: none"> Understanding of electronics/electrical assembly and wiring Competent with MS Office - Word, Excel, Outlook 1st, 2nd or 3rd year student in a relevant field