

<b>Job Title:</b>	SMT Kitting operator	<b>Department:</b>	Surface Mount
<b>Reports to:</b>	Team leader	<b>Position Type</b>	Full Time

**Who we are**

NOTE Basildon Ltd, formally known as DVR Ltd, is part of the larger NOTE Group. As a leading end-to-end contract electronics manufacturer, we specialise in transforming product ideas into reality for our customers. Equipped with advanced technology systems and supported by a dedicated, professional team, we are committed to delivering a first-class service that consistently exceeds our clients' expectations.

**Role Summary**

The primary responsibility of an SMT kitting operator is to prepare and organise component kits that are used in the SMT assembly process. These kits contain all the necessary electronic components that are required for a specific production run. The operator identifies and verifies each component against a bill of materials (BOM) to ensure accuracy. This includes checking part numbers, quantities, and specifications to make sure the correct components are pulled from inventory.

**Key Responsibilities**

- Reporting to the Team Leader
- Follow ESD requirements.
- Observe the Clock in Clock off.
- Ensure all kits are correct.
- Ensure all de-kitting is controlled before returning to Stores or to the stock shelves.
- Control all shortages directly with the Stores team.
- Follow SMT process flow.
- Ensure all work is carried out and completed to specified levels of workmanship, within suitable timeframes.
- Report any problems with kitting or processing to the Team Leader immediately it becomes known.
- Adhere to Health and Safety requirements and regulations.
- Flexible to perform other task including continuous improvements and perform other duties as required.

**Skills required for this role**

- Capable of accurately reading and selecting kits and reels based on their numeric reference numbers.
- Excellent attention to detail and organisational skills.
- Good communication skills.
- Pro-active team player
- Capable of working independently

**Full training will be provided for this role, however prior experience is advantageous**

### **Benefits**

- Modern facilities
- 20 days holiday, increasing to 25 days with service, plus bank holidays
- Contribution pension scheme
- Free staff parking
- Free fruit and selection of breakfasts
- Free eye care appointments with Specsavers for DSE users
- Friendly and supportive team
- Training and development
- Summer BBQ's, charity events and Christmas parties
- Early finish on Fridays

### **Additional information**

- Working hours Monday-Thursday 07.30-16.00, Friday 07.30-13.30

**Please contact HR for further details: [careers.basildon@note-ems.co.uk](mailto:careers.basildon@note-ems.co.uk)**