



JOB DESCRIPTION

Job Title: Mechanical Fitter – Temporary Contract
Reports to: Operations Manager
Direct Reports: None

Job Purpose

This is a contract position required to meet production demands. The contract will be for approximately 3 to 4 months from March to end June 2008.

Operating in a team of four, the key purpose of this role is to ensure that the products (Magnetron Sputter Sources) are prepared and assembled accurately, tested and packed for shipments to meet customer delivery dates. In addition the job holder will be involved in general housekeeping and organisation of the workshop area.

KEY RESPONSIBILITIES / TASKS

Assembly

- Benchfitting: prepare parts/surfaces & check component parts for quality issues prior to assembling
- Accurate assembly of magnetrons using assembly pack (assembly drawings & instructions)
- Limited in-house machining may be required on some components
- Magnetron Quality Control Form used for all assemblies

Dispatch

- Packages product safely in accordance with transport mode
- Uses appropriate safety labels on packaging

Safety/Housekeeping

- Follows good practice manual handling procedures
- Wears personal safety equipment at all appropriate times during assembly
- Follows safety procedures when using all machine equipment
- Puts away all tools following use
- Maintains good housekeeping in all work areas at all times
- Workshop area always tidy and organised

Other

- In the absence of other team members this job holder will be required to undertake other duties according to skills and abilities

PERSON SPECIFICATION

	Essential	Desirable
Education /Training	<ul style="list-style-type: none"> • Apprenticeship trained/time served mechanical engineer • GCSE (or equivalent) Maths and English 	<ul style="list-style-type: none"> • Health & Safety Certificates (incl. Electricity at Work & COSHH)
Skills/Experience	<ul style="list-style-type: none"> • Minimum 4 years mechanical assembly • Experience of benchfitting • Operation of testing equipment • Effective verbal communication skills • Basic IT skills • Previous experience of working in a team-focused environment 	<ul style="list-style-type: none"> • Knowledge of Vacuum engineering • Use of Microsoft Office packages Basic knowledge of CAD • Electro-mechanical understanding <p>(nb Full training will be given)</p>
Personal skills / attitudes	<ul style="list-style-type: none"> • Works quickly and accurately • Quality & customer focused • Flexible & adaptable • High level of accuracy & attention to detail • Organised and tidy work practices • Logical • Can work without direct supervision • Works well within and across teams 	
Other	<ul style="list-style-type: none"> • Ability to <u>very occasionally</u> travel to supplier/customer sites (UK or overseas) if required. 	<ul style="list-style-type: none"> • Full driving licence

Issues that may preclude candidates:

- Strong magnets used in the Magnetrons prevent individuals fitted with Pacemakers from the Workshop

The Role – background information

Genco is a small, high technology export based business specialising in the development and manufacture of thin-film based plasma deposition equipment to a world-wide customer base.

Products are designed by the design team at Genco, the parts are then bought in or machined by approved suppliers and assembly and testing is undertaken in Genco's workshop.

Accurate assembly of the finished product is critical to the business which often manufactures to tight timescales.

The Company is looking to appoint individuals who are conscientious, precise and genuinely care about the work they undertake.

The appointed person will report to the Operations Manager and along-side a other timeserved Mechanical Fitters.

No prior knowledge of the company technology is required as training will be provided.

TERMS AND CONDITIONS

- Salary: circa £20,000 per annum - to be determined by skills and experience
- Hours of work: 40 per week Monday to Friday.
- Holidays: 25 days plus statutory holidays (pro-rata).
- Life Assurance and Critical Insurance cover provided

GENCOA LTD - GENERAL COMPANY INFORMATION

Genco Ltd. was established in Liverpool in June 1995. The company specialises in the design and development of Magnetron Sputter Sources (magnetron cathodes), the key enabling technology for many thin film processes, and in addition provides the expertise and technical know-how associated with this technology.

Approximately 95% of total sales are export. Customers include research organisations, universities, original equipment manufacturers and end user manufacturers. Genco sells direct to customers but also have agents and distributors in France, Germany, the USA, Korea, Taiwan, China and Japan. The US is currently Genco's largest sales market.

There are 16 employees who work in a team-focused environment and demonstrate a flexible and adaptable attitude to their work and job responsibilities.

Key drivers of the business are identified as customer service, innovation, collaboration, high quality products and the company's employees.

The Company is committed to developing the highest standards of customer service, quality and continuous improvement. As part of this journey, the Company was recently awarded Investors in People status and is currently working towards ISO accreditation. Preferred supplier partnerships are also being developed in a continued quest to reduce lead times and improve raw materials quality and customer satisfaction levels.

Written applications to :

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