



Job Description

Job Title: Production Process Engineer

Reporting To: Production Manager

Department: Production

Location: Luton

Position Summary:

Primary focus will at all times be upon ensuring that the Production Engineering function produces service levels capable of achieving timely delivery and complete customer satisfaction in every facet of manufacturing & commercial commitments. A key aspect of the role will be to support the creation of an environment of continual improvement, enabling quantifiable and sustainable change, whilst focusing on adding value and removing waste to increase customer satisfaction and profitability.

Ownership & Accountability

The Production Process Engineer will have ownership and accountability for product flow through the shop floor ensuring products transfer to manufacture in a ready state with all required documentation, instructions and costings to enable the Company to meet or exceed customer delivery expectations and financial production targets against the information provided.

Main Responsibilities:

- Plan appropriate tooling to ensure smooth flow of product through shop floor
- Identify critical path issues and drive through key actions to achieve on-time resolution every time
- Ensure relevant personnel trained in all new manufacturing disciplines
- Implement practices that ensure the company delivers to customer right first time & every time
- Support customer requirements from fast turn prototype through to volume output and liaise with relevant departments on bespoke customer requirements
- Ensure quality principles & standards are applied & adhered to throughout manufacturing
- Collate data for input to build report for all Red jobs for presentation to the customer upon delivery of product
- Participate in continuous improvement programmes in every aspect of engineering
- Minimise / Eliminate waste In all aspects of engineering
- Assist with technical support for all assembly and manufacturing operations ensuring delivery of products in line with expectations whilst ensuring mistake proofing is a key consideration in all processes
- Provide qualified estimated labour times for the assembly of new products using the current approved model and ensure these meet actual times
- Ensure the agreed NPI process is followed to QMS 1013
- Sign off detailed build instructions for all post SMT production phases



- Manage the Engineering Change & Concession processes through the production shop floor

Minimum Qualifications/ Experience Required:

- Thorough knowledge of electronic components
- Thorough understanding of manufacturing environment
- Experience of Microsoft products including Excel & Word
- Experience of using ERP systems and databases
- Previous experience in a similar role desirable
- Demonstrable experience of managing multiple projects

Key Competencies/Attributes Required:

- Ability to prioritise
- Attention to detail
- Customer focussed
- Calm under pressure
- Problem solver
- Excellent communication skills

Expectation for All Employees:

Supports the organization's mission, vision, and values by exhibiting the following behaviours:

- Competence and commitment to excellence
- Teamwork - building strong, long-term partnerships with our suppliers and customers (internal and external).
- Integrity - commitment to and acting with high ethical standards.
- Respect - demonstration of esteem, concern, and courtesy towards fellow employees
- Compliance within required standards
- Continuous improvement - sustaining an environment that fosters the elimination of waste and variation in process.
- Commitment to our community
- Accountability and ownership - taking responsibility for one's actions and an active role in career development.
- To represent Jaltek in a professional and organized manner on a day to day basis