

Job Description – CNC Operator& Assembly Operative

Job Title	CNC Operator& Assembly Operative
Location	Based in Sheffield
Responsible To	Production Manager / Supervisor
Date	September 2026

Job Purpose

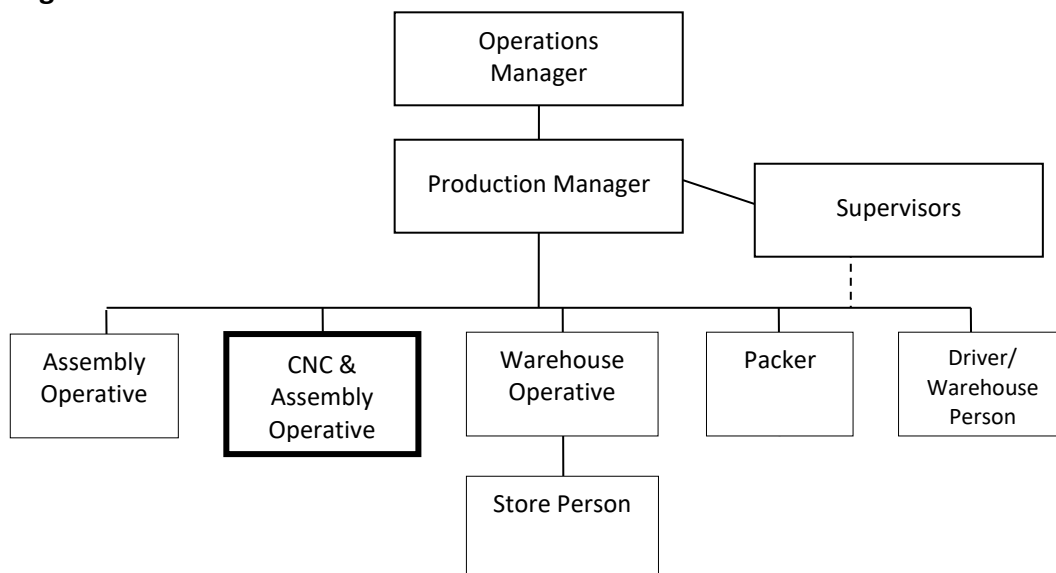
To consistently machine components to the highest quality, without any defects and within the required time deadlines.

To set and operate CNC Mill, Automated Punch, Pillar Drills and other machinery to manufacture components to drawing specifications.

To limit wastage by ensuring products are accurate and of a high quality in order to meet customer expectations and ensure high customer satisfaction.

To consistently assemble and sub-assemble components as required, to the highest quality, without defects and within the required deadline.

Reporting Structure



Main Duties & Responsibilities

- To manufacture components to technical drawings and customer/company specifications
- To set up and operate the CNC & Punch machines in the required time using the software and tooling specified, running the machine to the quantity required
- Select and set up tooling for each job, loading and organising materials as needed
- Set tools and work pieces as required to manufacture in an appropriate fashion

- Set up and operate the drilling machine to the required specification
- Manage and maintain tooling and fixtures, working with management to ensure components are kept at sufficient stock levels to provide uninterrupted product supply
- Read, interpret and work to detailed engineering drawings
- Follow and maintain all documentation standards required
- Report any scrap materials on the stock requisition ensuring the correct reporting procedure is followed
- Proactively work towards ultimate ownership of catalogue NC programs, macros, and offsets
- Proactively work towards ultimate ownership of the processes and procedures in the work cell
- Provide on-the-job training and support to new employees and agency staff
- Assemble all sizes and variations of Abtech boxes and other products
- Before commencing work, read, understand and follow the works order and spec sheet to gain an understanding of the customer requirements to ensure the products are assembled correctly

Quality & Continuous Improvement

- Maintain and own the quality of the products machined
- To ensure that all components and products meet the expected level of quality and that all ISO 9001 procedures are followed
- Ensuring that quality is maintained to specifications and drawings and check on a regular basis
- Complete any and all required gaging and document requirements as determined by the job
- Constantly aim to improve the efficiency of the cycle times whilst maintaining the highest level of quality
- Endeavour to generate ideas for continuous improvements on how processes can be amended to improve efficiency

Health & Safety

- Be responsible for the machine that you are working on and the area around it
- Ensure all health and safety procedures are followed and highlight any risks to either yourself or others, no matter how trivial

Other

- Hand finishing of components where necessary
- Work to the production schedules to meet output requirements
- Undertake Manual machining as and when required

General

- Ensure all Key Performance Indicators (KPI's) and targets are met
- To adhere at all time to all the Company's policies and procedures, including Health and Safety, Quality Assurance and Equality and Diversity.
- Any other duties which are commensurate with the post

- A flexible approach to work at all times and to work overtime hours when required

Disclaimer

This job description is only a summary designed to indicate the general functions of the role. It is not an exhaustive list expected of this post and therefore the duties and responsibilities might differ from those outlined in this description. The company reserves the right to modify duties or job responsibilities at any time. Any job description provided to you by the Employer will not form part of your contract of employment unless specified otherwise.

Person Specification – CNC Operator/ Assembly Operative		
Knowledge	Essential	Desirable
A strong knowledge of manufacturing and engineering processes	✓	
A detailed knowledge of products and materials	✓	
Knowledge of punching software		✓
Experience	Essential	Desirable
An experienced and competent CNC minimum of 1 years' experience	✓	
Previous experience of setting up and operating CNC machinery	✓	
Experience of working in a fast-paced environment	✓	
Experience in manual handling	✓	
Skills	Essential	Desirable
Customer focused with excellent communication and listening skills	✓	
A good level of computer literacy and programming skills (NC Coding)		✓
Strong numeracy skills	✓	
Meticulous and methodical and ensures operating procedures are enforced	✓	
Strong organisational and planning skills with a focus on service delivery	✓	
Ability to work under pressure, prioritise and multitask	✓	
Self-motivated and ambitious with the ability to work on own initiative	✓	
Reliable and trustworthy	✓	
Ability to read and understand technical drawings and align to specific designs with incredible accuracy	✓	
A basic knowledge of IT, including all Microsoft Packages		✓
The ability to work flexible hours and overtime when required	✓	
Qualifications	Essential	Desirable
5 GCSE's or equivalent	✓	
CNC training / qualification / certificate		✓