

Job Description – Assembly Operative

Job Title	Assembly Operative
Location	Based in Sheffield
Responsible To	Production Manager / Works Supervisor
Date	2026

Job Purpose

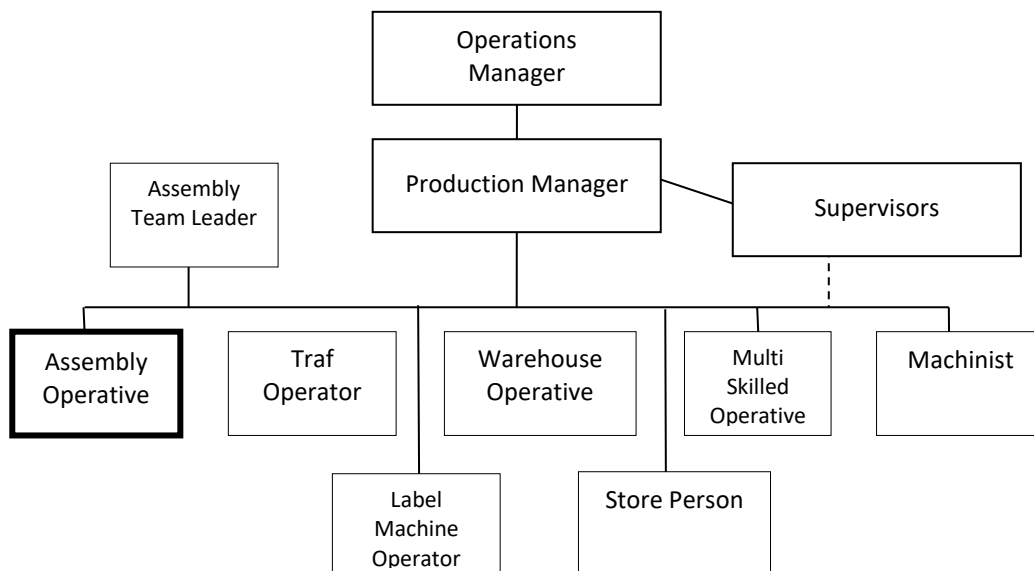
To consistently assemble and sub-assemble components as required, to the highest quality, without defects and within the required deadline.

Use a variety of hand and power tools and manual labour to support the production line by ensuring all products are finished and ready to dispatch by the required deadline. Therefore, guaranteeing customer satisfaction, repeat business and maintaining the high-quality reputation of Abtech.

Ensure completed goods are packed inline with company policies safely and all weighing and labelling of completed items for shipment is performed accurately.

To make sure all products reach the customer in excellent condition and within the required deadline, in order to minimise damage costs and meet customer expectations, securing future business.

Reporting Structure



Main Duties & Responsibilities

- 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
- Collate equipment needed ensuring it matches the spec sheet, drawing and box provided
- Check all parts provided match the picking list, notify supervisor of any missing / incorrect parts

- Follow assembly instructions, putting together parts in the right order e.g. gaskets, seals, lids, links, separators, rails etc
- Resolve assembly problems by altering dimensions to meet specifications, notifying supervisor of any proposed changes
- Use the labeling machine to produce labels, following the spec sheet to ensure the information is correct.
- Clean the boxes / products and take the finished product to the inspection bench for quality checks
- Check all products for defects, reporting to the Quality Inspectors
- Report any problems or discrepancies in the assembly process immediately to the Works Supervisors or Production Manager
- Keep all administrative records up to date and document actions
- Assemble 'box kits' for customers, ensuring all products are packed together for customer ease
- Use a variety of hand and power tools and machinery e.g. pillar drills, grinder, spot welder, crimping tool, following appropriate methods and procedures to complete mechanical assembly of components or products
- Wrap products with protective materials when required and pack in the appropriate sized box ready for dispatch
- Fill in the tracker to include details of weight and dimensions and complete the progress sheet
- Maintain packing box/carton stock levels by notifying the Purchasing Assistant when more boxes are needed, taking into account any delivery delays
- Provide on-the-job training and support to new employees and agency staff
- Packing, weighing, and labelling completed items for shipment or storage.

Quality & Continuous Improvement

- Maintain and own the quality of the products assembled
- 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 checked on a regular basis
- Ensure all completed boxes are inspected by a Quality Inspector
- Endeavour to generate ideas for continuous improvements on how processes can be amended to improve efficiency

Health & Safety

- Maintain a clean, organised and safe working area
- Turn off and lock out equipment when not in use
- Ensure all health and safety procedures are followed and highlight any risks to either yourself or others, no matter how trivial

General

- Ensure all 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 – Assembly Operative

Knowledge	Essential	Desirable
A general knowledge of products and materials		✓
A general knowledge of manufacturing and production procedures	✓	
Experience	Essential	Desirable
Experience of working on a production line within a manufacturing organisation	✓	
Experience of operating machines within a manufacturing environment		✓
Experience of working within a fast paced environment		✓
Skills	Essential	Desirable
Customer focused with excellent communication and listening skills	✓	
Numeracy and literacy skills	✓	
The ability to follow instructions and diagrams and read technical drawings	✓	
Good practical skills, dexterity and hand eye co-ordination	✓	
Self motivated with good organisational skills	✓	
Operate hand and power tools and machines	✓	
Excellent record of attention to detail and accuracy	✓	
A team player with the ability to work on own initiative	✓	
A high level of concentration working with speed and accuracy when performing repetitive tasks within a fast paced environment	✓	
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	✓	
NVQ in Performing Manufacturing Operations at levels 1 and 2		✓