



## **Cable/Harness Assembler (Contract)**

### **Role:**

- The cable work will be complete at a specific work cell.
- Review the pick list upon receipt of the shop order and note the components still outstanding for follow up with inventory department.; should you have a part shortage, it is your responsibility to follow up with your Supervisor on a continuous basis to ensure receipt of the part in a timely manner.
- Ensure that you have the correct documentation for the product and if not advise your Supervisor immediately.
- Complete the assigned work orders as per the instructions provided.
- Fill in the Shop Order Assignment sheet during the manufacturing process of the product.
- Ensure that all issues arising from the manufacture of the specific product is written and attached to the current documentation as it occurs. Upon completion of the shop order this must be forwarded to the Production Office for correction.
- Should you have a component part or an issue related to non-conformance, it is your responsibility to advise your supervisor, and fill in a non-conformance report.
- Responsible for the accurate recording of your daily schedule electronically against a shop order on MAX or when required a Labor Requisition form. Unless authorized by your Supervisor all requests from other departments must be refused.
- Upon completion of a product, it is your responsibility to ensure that the product is moved to the next stage of the process for completion i.e. a completed machine must be moved into the testing area, when completed, i.e. an assembled power supply must be placed on the designated shelf; for the product to be tested at a later date.
- After the shop order is completed, all unused components must be returned to the stock room; please note that you are responsible for ensuring that the actual number of items returned are listed on the pick list of the shop order and verified by the inventory clerk upon receipt.
- Responsible for ensuring that your work area is kept clean and tidy daily, and your tools are stored properly; prior to leaving at the end of the workday.

### **Education and Experience:**

- Cabling Diploma taken through a reputable college or equivalent
- 3-5 years' experience
- Excellent oral and written communication skills
- Very meticulous work habits