

NOTE Basildon Job Description

Production

Job title	Production Operator
Department	Production
Job level	Operations
Line manager	Production Team Leader
Direct reports	None

About the company

NOTE Basildon is a leading **Contract Electronics Manufacturing company** servicing all sectors of the Electronics market. We are locally based in Basildon SS14 3BN, and part of the larger NOTE group.

With over 40 years' experience, **NOTE UK** has built a strong reputation for the on-time delivery of printed circuit boards, PCBAs, box builds, and final assemblies. Operating from our sites in Basildon, Windsor, Haddenham, and Wolverhampton, we are a trusted end-to-end **Contract Electronics Manufacturer**, dedicated to turning product ideas into reality. We pride ourselves on offering flexible, professional solutions while maintaining the friendly, 'can-do' attitude. www.note-ems.co.uk.

Job role and scope

As a Production Operator, you are responsible for operating selective solder and wave solder equipment to manufacture high-quality electronic products to customer and company requirements. You will support the production process through machine operation, product assembly, inspection and related activities, ensuring products are completed safely, accurately and efficiently. You will follow approved work instructions and quality standards, whilst working flexibly across the production department to support business needs and continuous improvement activities.

Main responsibilities

1. Set up, operate and monitor soldering and associated production equipment in accordance with work instructions, process specifications and training.
2. Prepare components, printed circuit boards, tooling and materials for production.
3. Monitor process performance and make permitted adjustments to maintain quality, efficiency and output, escalating issues where required.
4. Carry out hand soldering, component insertion, assembly, rework and touch-up activities within your level of training and authorisation.
5. Read and follow drawings, work instructions, bills of materials and other production documentation.
6. Inspect completed work, identify defects and complete production and quality records accurately using relevant systems.
7. Complete routine equipment checks, cleaning and basic maintenance, reporting faults or breakdowns promptly.
8. Follow all health, safety, environmental, ESD and quality requirements, maintaining a clean and organised work area.
9. Support continuous improvement activities to enhance safety, quality, delivery and productivity.
10. Work flexibly across production and undertake other reasonable duties in line with business needs, skills and training.

Skills, knowledge & experience

- ✓ Previous experience in electronics manufacturing, soldering, machine operation or a similar production environment is desirable.
- ✓ Experience of selective soldering, wave soldering, hand soldering or printed circuit board assembly would be an advantage, but training will be provided.

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- ✓ Ability to follow detailed work instructions and understand basic drawings, diagrams and bills of materials.
- ✓ Strong attention to detail, with the ability to check your own work and recognise quality concerns.
- ✓ Good practical dexterity and confidence handling small components and production materials.
- ✓ Ability to work safely and effectively both independently and as part of a team.
- ✓ Basic computer skills and willingness to use production, quality and barcode systems.
- ✓ Flexible approach to duties, training and supporting different production activities.
- ✓ Physically able to carry out the requirements of the role, with reasonable adjustments where appropriate.

Company values

At NOTE, we believe our people are the key to our success. Each achievement and successful customer partnership is made possible by the dedication, expertise, and passion of our team. Our values lie at the heart of how we work and grow:



These principles ensure we deliver the right quality, at the right time, and at the right price, while building long-lasting partnerships.

Remuneration package

Salary	££ competitive salary - dependent on skills & experience
Working hours	Full time is 37 hours per week - Mon to Thurs 07:30 to 16:00 and Fri 07:30 to 12:30
Holiday	25 days plus Bank Holidays (includes Christmas shutdown) Plus, up to 5 days for long service milestones (up to 30 days max)
Pension scheme	Auto-enrolment with NOW pensions: 5% + 3% company contributions
Excellent working environment	Free parking, modern factory & employee facilities. Complimentary fruit, hot and cold drinks, and breakfast provisions. Commitment to wellbeing and regular staff socials.

How to apply

If this sounds like you and you are keen for a new manufacturing opportunity, please send your CV and a letter of application / cover email explaining your suitability for this role to Sarah Gardener at:

careers.basildon@note-ems.co.uk.