

## CURRENT VACANCIES

### Operator

#### MAIN PURPOSE OF ROLE:

Contribute to the assembly, and test, of products throughout the production area, ensuring they meet customer requirements.

#### MAIN RESPONSIBILITIES:

- Adhere to Standard Working Procedures
- Comply with all relevant Health and Safety practices
- Undertake necessary activities to ensure work place organisation
- Achieve expected output and quality targets
- Adhere to ESD procedures at all times
- Undertake training when required, within any section of the production area
- Train to work in line with IPC standards
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

### Junior Technical Engineer

#### MAIN PURPOSE OF ROLE:

To work under the direct command and management of an Engineer. Working towards the analysing and converting of Bills of Materials (BOM's) to customer requirements. Researching electronic/mechanical components using various sources. Implementing any changes and resolving build standard issues, evaluating alternative components, and liaising with customers/suppliers on product build standards.

#### MAIN RESPONSIBILITIES

- Interpret and analyse customer Bills of Materials (BOM) and extract the description and component manufacturer's order code for each device listed.
- Write and control both customer / internal Engineering Change Notes (ECN's).
- Write and control both customer / internal Temporary Change Notes (Build Deviation's).
- Study and research electronic and mechanical components using various sources and register them on the company ERP system.
- Resolve component related queries (evaluating alternatives, component identification, production format suitability etc).
- Register alternative devices within the company ERP system and amend the BOM in line with the customers change instruction.
- Liaise with customers and suppliers on product build standard (including resolving obsolescence).
- Work both as part of a project team and on own initiative, managing own workload while also working to a guided approach.
- Support the generation of Design for Manufacturing (DFM) activities.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

### Senior Manufacturing Engineer

#### Main Purpose of Role:

To provide Engineering support To Production, and ensure that products are manufactured in the most effective manner, and to the correct build standard.

#### Responsibilities:

- To Control Dept. Technical Budgets and Spends.
- Manage day to day activities of the Process Engineering Team
- To Research future Technical Developments which will promote business Development
- To Develop and Implement new systems and processes to ensure continuous improvement.
- To Represent Process Engineering in Technical Meetings Where Necessary
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Control and manage the ordering of machine spares to ensure appropriate minimum stock quantities are on site at all times.
- Control and Management of all machinery servicing , maintenance Documentation (as per attached specified machine list)
- Monitor the department's performance against set KPIs on a daily basis.
- Prepare and plan information for discussion at monthly technical and quality meetings.

## **Customer Account Manager**

### **MAIN PURPOSE OF ROLE:**

To gather client requirements, developing an implementation schedule and quarterly financial forecasts, and executing the roll-out. As well as monitor all aspects of program performance - technical work, program management, material sourcing, financial goals, issue management and escalation, risk management, compliance, security, and client satisfaction.

### **MAIN RESPONSIBILITIES**

- Work with multi discipline teams to ensure that projects are delivered to time cost and quality.
- Contribute to the strategic agenda of the business unit taking a commercial approach to activities.
- Ensure deliverables are provided on-schedule and with appropriate accuracy and completeness.
- Ensure in progress management reviews are scheduled and tracked appropriately.
- Measure, monitor, and report progress to Axioms leadership team.
- Contribute to the growth and financial success of Axiom through capture of new opportunities and expansion of existing programs.
- Identify areas of potential growth in existing Axiom programs, and work through clients to seek additional business.
- Regularly interact with outside customers, functional peer groups and senior management, conducting presentations of technical information concerning specific projects/schedules etc., to gain cooperation of others.
- Prepare moderately complex proposals, handle contract negotiations and administration of contracting activities and interact with customers in accordance with company's policies and procedures, applicable laws, customers' requirements, and sound business judgment.
- Establish and maintain cost/schedule baselines, develops Work Breakdown Structures (WBSs) and related dictionaries, perform Estimates at Completion (EACs), and possess a complete understanding of related financial policies.
- Perform risk management, including the development of Risk Identification and Mitigation plans.
- Prepare written and verbal reports to management regarding project status, cost and schedule variances.
- Comprehend and communicate complex or technical information at a level to solicit or explain it. Able to communicate this information through written correspondence and reports.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Produce and action the Account Plan for allocated customers
  - Identifying strategies & targets for growth
  - Understand the past, present and future needs
  - Developing contact map & relationships
  - Identifying and neutralising all competitive threats
  - Monitor and communicate Customer Satisfaction levels
- Develop & finalise long term supply agreement with customer and communicate key terms internally
- Understand the Customers' products
- Understand the processes within the customer business
- Be the customer representative within business
- Project manage allocated RFQ's (requests for quotes)
- Maintain a regular interface with customer – developing & nurturing a long term relationship
- Undertake regular commercial reviews both internally and with the customer – at all levels
- Analyse, monitor & report account performance
- Have an overview of and monitor ongoing NPI for accounts
  - Commercial – confirm meets requirements
  - Material – supply chain solution check
- Act as escalation point for customer sales forecast issues
- Feedback ideas into business in order to 'delight' customer – product & processes
- Project manage the cross functional customer focussed team
- Manage end of life products and/or customers
- Develop & improve account management process
- Drive Axiom role in customer new product development process
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **Junior Quality Technician**

### **MAIN PURPOSE OF ROLE:**

To work under the direct command, management & tutorage of an Engineer. Working to ensure the quality assurance of manufactured product within Axiom manufacturing services, utilising process control and continuous improvement through best practise tools and techniques, using IPC Standards as a guideline to electronic manufacturing assembly.

To support key functions of the Quality department (FAIR's, CAPA's, FMEA's, Control plans etc.)

### **MAIN RESPONSIBILITIES:**

- Issue PPM and OTDIF reports to assigned customers and reconcile results (Monthly)
- Review and closure of customer complaints (Within 7 working days of receipt)
- Customer quality contact (Support function)
- Support for supplier CAPA's & FVR's
- Quarantine store control
- Generation and distribution of FAIR's to AS9102 standard based on customer requirements (support function)
- Conduct BMS audits in line with the BMS audit schedule
- Ensure continuous improvement through QOS data analysis, whiteboards and department action plans.
- Review and update process FMEA's and control plans within a cross functional team
- Quality representative during NPI process (RFQ and Handover) ensuring customer requirements are documented
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.
- Complete training inline with dedicated training plan

## **Production Supervisor**

### **MAIN PURPOSE OF ROLE:**

Enact the direction/plan given by the company in achieving the following:- utilisation above 80%, no aged orders, no rejects and delivery on time and in full.

### **MAIN RESPONSIBILITIES:**

- Motivate and upskill Cell leader, Utility staff and production operators.
- Ensure that all relevant Health and Safety practices are adhered to by promoting a safe working environment
- Monitor utilisation and performance of the section to ensure company objectives are met
- Become conversant with the repair database and quality feedback systems to ensure sections quality targets are achieved and maintained.
- Manage section output requirements on a daily,weekly,monthly basis in line with the production plan for that section .
- Reduce material wastage and minimise loss
- Ensure the cleanliness and tidyness of the section is at the required standard.
- Ensure the appropriate cross training of operators within the cells, targeting to complete matrix for all operators within the section.
- Minimising the risk of aged orders by forward planning and control of quality.
- Identify future training needs.
- Liase with customers both on and off site where required .
- Prepare and present information ( eg Quality meeting) where required.
- Undertake Line Management responsibility to ensure formal performance planning reviews are conducted when applicable
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **Production Cell leader**

### **MAIN PURPOSE OF ROLE:**

Enact the direction/plan given by the Supervisor in achieving the following:- Utilisation above 80%, no aged orders, no rejects and delivery on time and in full.

### **MAIN RESPONSIBILITIES**

- Motivate and upskill Utility staff and production operators.
- Ensure that all relevant Health and Safety practices are adhered to by promoting a safe working environment
- Monitor utilisation and performance of the section to ensure company objectives are met.
- Manage section output requirements on a daily basis in line with the production plan for that section .
- Reduce material wastage and minimise loss
- Ensure the cleanliness and tidyness of the section is at the required standard.
- Ensure the appropriate cross training of operators within the cells.
- Minimising the risk of aged orders by forward planning and control of quality.
- Identify future training needs.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **Customer Sales Coordinator**

### **MAIN PURPOSE OF ROLE:**

To work alongside Business Development team to programme manage all day-to-day communications internally and externally for allocated Customer Accounts.

### **MAIN RESPONSIBILITIES:**

- Programme and Project manage all day-to-day communications internally and externally for allocated Customer Accounts, with accurate commercial oversight to create strong and strategic relationships.
- Work alongside Customer Account Managers on individual Accounts to support and to gather client requirements, developing an implementation schedule and quarterly financial forecasts, and executing the roll-out through the business.
- Ensure deliverables are provided on-schedule and with appropriate accuracy and completeness, with progress management reviews are scheduled and tracked appropriately.
- Through self-drive and using own initiative, action the Account Plan for allocated Customers alongside Customer Account Managers.
- Regularly interact with outside customers, functional peer groups and senior management, conducting presentations of technical information concerning specific projects/schedules etc., to gain cooperation of others.
- Handle administration of contracting activities and interact with customers in accordance with company's policies and procedures, applicable laws, customers' requirements, and sound business judgment.
- Prepare regular weekly written and verbal reports to management and Customer Account Managers regarding Customer Account activities, project status, cost and schedule variances.
- Project manage allocated RFQ's (requests for quotes), NPIs (new product introduction) and sales order forecasting.
- Create and grow strong customer relationships.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **NPI Programme Manager**

### MAIN PURPOSE OF ROLE:

To lead and manage the introduction of all new Customer products into the business, from the initial customer contact through to full introduction via the operational functions within Axiom.

### MAIN RESPONSIBILITIES:

- All New Product Introduction for each and every Customer
- Ascertain through Customer interaction, study of documentation and requirements, level of NPI required.
- Generate NPI plan that satisfies Customer(s) need in liaison with internal functional managers/heads.
- Manage and lead on a daily basis the functional teams responsible for introducing products into the Operations function.
- Ensure that the policies and operational control systems are efficient and in line with best practice / world class.
- Provide feedback to team members line Managers on performance.
- Development of internal NPI team to achieve required outcomes.
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **Production Manager**

### MAIN PURPOSE OF ROLE:

Manage and co-ordinate the execution of the production schedule to enable Order Fulfillment to achieve customer satisfaction and related Key performance indicators. To clearly communicate production expectations to support departments and analyse their required input to ensure performance levels are continuously improving. To motivate senior production staff to achieve productivity and quality to meet internal targets and customer expectations. To ensure adequate skill level to meet business requirements. To eliminate waste and lost cost in sub assembly and Final assembly by elimination of in-process defects and scrap.

### MAIN RESPONSIBILITIES

- Responsible for the day to day running of the manufacturing facility, ensuring maximum and efficient utilisation of resources.
- Achieve key manufacturing objectives ensuring production schedules are met.
- Work within, and promote existing, industry standards.
- Manage and motivate staff against recognised roles and responsibilities.
- Analyse and maintain production data to enable productivity trend evaluation.
- Meet product quality standards and delivery schedules, as well as aiming to reduce production cost, through effective utilisation of available resources.
- Ensure quality issues are contained, investigated and corrective and preventive actions are implemented and reviewed to reinstate satisfactory quality of manufacture.
- Evaluate and determine the manufacturing facility required and to upgrade the facilities to meet future developments.
- Reduce material wastage and minimise losses.
- Work closely with the Quality and Engineering departments to control further processing or delivery of non-conforming product until the deficiency or unsatisfactory condition has been corrected.
- Ensure all problems relating to the product, process, and quality system are recorded.
- Plan, initiate, recommend, and provide solutions, through designated channels, for continuous improvement.
- Ensure all solutions are implemented, monitored, and acted upon.
- Ensure all manufacturing areas continually review and improve their Quality Management System.
- Execute and monitor the production schedule based on delivery time and productivity.
- Ensure adequate health and safety standards are maintained and enforced.
- Ensure the control specified standards of build and classifications of build status e.g. IPC 610D standard.
- Ensure the adoption of the process approach related to the manufacturing activities
- Ensure all maintenance activities are actioned as per internal schedules
- Ensure training needs are identified and met through a company wide training programme.
- Undertake Line Management responsibility to ensure formal performance planning reviews are conducted when applicable
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care.
- Any other duties deemed necessary.

## **Network Engineer**

### MAIN PURPOSE OF ROLE:

Network Infrastructure Administration, Development and Support.

### MAIN RESPONSIBILITIES

- Day-to-Day responsibility for IT Network Infrastructure administration and availability
- Day-to-Day responsibility for Telecoms Infrastructure administration and availability
- Day-to-Day Administration Axiom's VPN Systems
- Day-to-Day Administration of Axiom's FTP/MFT File Transfer Systems
- Control and Monitoring of Network Infrastructure and Firewalls devices
- Firmware & Software Updating of all Network Devices, Firewalls and Telecoms Systems in line with Axiom's Patching policy
- Scoping, development, and implementation of future IT Network Infrastructure in-line with evolving business requirements
- Ensure that all company operating values and compliance procedures are always adhered to, including quality management, health and safety, legal stipulation, environmental policies, and general duty of care.
- Provide Network related support to IT Engineers and IT Technicians when requested
- Occasional out-of-hours work may be required for Network patching and restructuring duties
- Assist the IT Manager as and when required
- Any other duties deemed necessary

## **IT Support Technician**

### **MAIN PURPOSE OF ROLE:**

Assist the Snr IT Engineer in providing a reliable IT support service and ensuring the integrity of the IT systems within Axiom.

### **MAIN RESPONSIBILITIES**

- Answer IT Support Telephone & Log Support Requests in Axiom's IT Support Helpdesk System
- Monitor IT Help Mailbox & Log Support Requests in Axiom's IT Support Helpdesk System
- Monitor Email Gateway Systems and provide Quarantine Release assistance to users
- Install new PC's and peripherals
- Provide Level 1 Support to Axiom's Users, progress Level 2 & Level 3 Support Requests
- Active Directory User and Syspro User Administration
- Process Network Security changes through Active Directory Administration
- Engage in the development of IT processes in order to make continuous improvements
- Monitor and Investigate issues with Axiom's Patching processes
- Monitor and investigate issues with Antivirus/Antimalware Systems and investigate incidents
- Provide basic user assistance and identify needs for further training to supervisors/managers
- Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care
- Assist the IT Engineers and IT Manager as and when required.
- Any other duties deemed necessary