



Campbell Coutts Ltd

Job Description

APPRENTICE PRODUCTION ASSISTANT

18TH MAY 2015

About Campbell Coutts Ltd

The company is a small, friendly, well-established business with 2 divisions: the *DCA ELECTROSTATICS* division develops flock spraying equipment and supplies customers with a wide range of flock fibres and adhesive consumables. (Electrostatic flocking is a process that applies small fibres to a variety of surfaces to create an attractive, velvet-like coating).

The MECHATRONICS Division produces a variety of specialised electronic equipment and components including lift mechanisms for assisted-lift baths for the elderly and disabled.

Job Details

Job title: Apprentice Production Assistant

Line manager: Andrew Campbell, Managing Director

Hours: 7.00am to 4.00pm with appropriate time available to attend vocational training

Place of Work: Unit 7, Tower Industrial Estate, Tower Lane, Eastleigh, Hampshire, SO50 6NZ

Salary: £3.50 per hour

Start date: ASAP

The apprentice will be trained in a range of assembly and production techniques. Working with a team, initially under the guidance of a senior member of staff, they will be encouraged to develop their own skill level and then work more independently.

Main Responsibilities

- Assisting with the mechanical assembly of standard products
- Assisting with the packing of flocking equipment and consumables
- Production of components for standard products involving the use of moulding machines, drills and other manual tools

Knowledge, Skills and Qualifications Needed for the Job

- Minimum of 3 GCSE at grade C or above, including maths and English
- Good verbal and written communication skills
- Working knowledge of MS Word and Excel
- Practical and dextrous with the ability to use hand tools and measuring equipment
- Ability to read engineering drawings
- Confident and personable when dealing with colleagues and third parties
- Self-motivated, reliable, flexible and prepared to "muck in" as required
- High quality standards and performance levels including diligence, concentration and reliability
- A positive attitude and a good team player

Apply to: Miss Michelle Daniells email: michdaniells@hotmail.com