

	<b>CNC Programmer &amp; Operator</b>	Ref: HR-F-21
		Date: Dec 2024
		Revision: 0
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<b>Job Title:</b>	CNC Programmer & Operator
<b>Department:</b>	Machine Shop
<b>Reporting to:</b>	Neill Harrison
<b>Direct Reports:</b>	
<b>Authorised by:</b>	
<b>Period of Employment:</b>	
<b>Salary Band:</b>	£40 - £50K
<b>Date of Update:</b>	

**MAIN PURPOSE OF ROLE**

Creating machine programmes using hyperMILL CAD CAM software for multi axis machining centres, and the setting & operating of machines as required with a right first-time approach within a challenging production schedule. Producing precision components from 3D computer models and paper drawings.

**Key Responsibilities & Accountabilities**

- Produce programs for our 3 & 5-axis CNC machines using hyperMILL CAD CAM software and reviewing existing programs in view of improving efficiencies. Proven experience of programming using hyperMill CAD CAM would be an advantage.
- Setting Up and Operating CNC machines
- Maintaining high standards of quality and workmanship using timely and cost-effective manufacturing methods.
- Identify and report drawing errors and suggest improvements.
- Working in collaboration with the internal and external stakeholders to manufacture finished goods in line with the timed demands of the business to the correct specification & quality.
- Produce detailed quotations for manufactured components at short notice.
- Capability to read and interpret technical drawings and follow up queries through to resolution.
- Attend regular project-focused meetings to gain knowledge and understand project planning; to facilitate timely and cost-effective manufacture to ensure fulfilment per plan scheduling.
- Work closely with planner to implement a production plan that delivers to target.
- Promotes and demonstrates shop safety practices and policies.
- Execute corrective actions together with Engineering and QA/Inspection.
- Ensure relevant processes and procedures are carried out, support tool management system.
- Ensure proper usage of all company owned and controlled equipments including inspection equipments, tools, cutters etc. Request for training if required.
- To play an active role in achieving departmental objectives such as cost reduction targets year on year, improved efficiency, and improved stock levels.
- Any other reasonable duties which may be required by management from time to time.
- Compliance with all departmental H&S requirements.
- Make a positive contribution to maintaining a workplace that is healthy, safe, neat and tidy.
- Compliance, where appropriate with management, & environmental, systems, such as ISO 9001 & ISO 14001



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### PERSONNEL SPECIFICATION

#### Qualifications and Experience

- Must have a proven background in programming, setting and operating multi axis CNC machines with the ability of delivering to the highest levels of quality and efficiency.
- Must be computer literate.
- Knowledge of Microsoft Office, Outlook, Word, Excel etc.
- Good communication and interpersonal skills.
- Excellent team player and able to multi-task.
- Positive with a flexible can-do attitude.

#### Special aptitudes

- Confidential in all matters
- Professional approach, coupled with strong interpersonal skills.
- Excellent planning, organisational and time management skills
- Excellent verbal, written communication and presentation skills
- Strong IT skills
- Ability to make sound business judgements on the spot.
- Awareness of small business needs
- Ability to work on own initiative.
- Ability to work in and adapt to a rapidly changing environment.
- Ability to work co-operatively with others to complete tasks and implement process improvements.
- Determination to improve, grow and contribute to the department's success.
- A creative thinker not afraid to suggest new ways of doing things.
- Knowledge of Microsoft packages

#### Disposition

- Flexible and cooperative attitude
- An assertive but calm demeanour
- Self-motivated
- Ability to listen to customer needs and respond accordingly.

#### Requirements

- Good timekeeping and attendance record
- Willing to be flexible with hours to ensure tasks are completed on time.
- Neat and tidy appearance
- Completer/Finisher

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Any JRM Advanced Engineering employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

### Summary Terms & Conditions

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after three months.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial six-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** - 08:30 – 17:00, Monday to Friday.

**This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.**