



Durham Magneto Optics Ltd

ROLE DESCRIPTION

Role title	<i>Workshop Technician</i>
Reports to	<i>Chief Technology Officer</i>
Annual Salary	<i>£15k to £18k, commensurate with experience</i>

Background

Durham Magneto Optics Ltd (DMO) manufactures scientific equipment for use by researchers, specializing in the overlap between optics and nanotechnology. It exports systems throughout Europe, Asia, and the Americas. Component manufacturing is done by a network of suppliers around the UK. Assembly and testing, along with all new product development activities, are carried out by DMO staff. Offices, research and development space, production facilities and warehousing are co-located in rural Cambridgeshire.

DMO has been trading since 2002 and has followed a model of careful, sustainable business growth coupled with aggressive technical development. To continue this growth pattern, we now have an opportunity for a Laboratory Technician / Stockist to work alongside the existing team of 2 technicians.

Purpose of role

The role-holder will contribute to a number of different areas to support the smooth running of production as well as Research & Development activities, including:

- Stock management (goods inwards, inventory control and movement of goods)
- Laboratory management (organisation and maintenance of work spaces)
- Despatch (goods outwards and packing)
- Production Support (kitting)

Duties and responsibilities

1. Stock management :-

- Track deliveries of electronic, mechanical, and optical components
- Sign for incoming goods
- Check goods against delivery notes
- Enter details of delivery in electronic stock-tracking system
- Distribute small goods to appropriate locations in stores
- Manoeuvre large crates in and out of storage bays
- File delivery notes

Registered address: Durham Magneto Optics Ltd, Church Farm, Gransden Road, Caxton,
Cambridge. CP23 3PL. United Kingdom

2. Laboratory management : -

- Reset workspace (clear rubbish, rehome tools, restock excess) after despatch or R&D program
- Ensure best practices for safe & efficient working environment
- Maintain a tidy and well-organised environment on an ongoing basis
- Keep tools & equipment in good working order, in complete sets, etc.
- Monitor levels of stock and consumables

3. Production Support : -

- Perform background tasks to speed production
- Prepare kits of parts by drawing from stock and goods inwards
- Organise storage and movement of kits between warehouse and production

4. Despatch : -

- Assist in the preparation and shipping of finished systems to customers
- Arrange for proper packing and collection by courier of miscellaneous outgoing parcels
- Assist in the wrapping, packaging, loading, and crating of complete systems
- Print paperwork required for despatch and international shipping
- Attend and assist drivers with the collection and loading of outward shipments

Qualifications

There are no formal qualifications required for this role. However, the successful candidate is likely to possess the following attributes :-

Essential: -

- Team player suited to small, collaborative environment
- Ready to learn
- Have an eye for detail
- Computer literate
- Numerate and articulate
- Physically fit

The successful candidate may also have experience in one or more of the following :

- MS Excel
- Stock-keeping
- Light assembly and/or DIY

Environment

The role requires a significant amount of movement, as well as the ability to carry/manoeuvre large/heavy items between storage facilities and production. Candidate must be comfortable moving about our existing Grade-II listed farm outbuildings with uneven floors, narrow spaces, and large steps. In addition, the role-holder will occasionally be required to work in a non-heated building (Stables) with a wide range of working temperatures.

Mechanical, electrical, chemical and laser hazards are present. Appropriate training will be provided but diligence and adherence to policies will be expected in order to ensure a safe working environment for all our staff.

Benefits

The role-holder will be working in a small but highly effective team with wide-ranging expertise. Significant on-the-job training is offered for candidates eager to grow technical and other skills. Advancement is available through informal apprenticeship and transition into production roles involving minor assembly

In line with current legislation, all employees will be enrolled in the contributory pension scheme. In addition to public and bank holidays, we offer 22 days' holiday per annum, rising by 1 day per annum to a maximum of 28 days.

DMO is an equal opportunities employer.

Applications

If you believe you have the right attribute for this role and are interested in working within a team of specialised and highly-motivated individuals, please send your CV with current salary, your remuneration expectations and a short covering letter to :

Ian Harris
Chief Financial Officer
Durham Magneto Optics Ltd
Church Farm
Gransden Road
Caxton
Cambridgeshire. CB23 3PL

Or email : i.harris@durhammagnetooptics.com

If your details are of interest, you may be invited to hold an informal telephone conversation with the Chief Financial Officer, followed by an interview with the Chief Technology Officer.

Contract : Permanent, full time although part-time would be considered.

NO AGENCIES PLEASE