

Job Title:	Workshop Assistant
Location:	Aviemore HMD
Responsible To:	Workshop Assistants Team Leader
Direct Reports:	None
Review Date & Rev No	Jan 2026/Rev 2

Purpose of Job:	The primary responsibilities of the Workshop Assistant are to cover identification, assembly and packing of Aviemore manufactured parts, to carry out all cleaning duties within the factory and to support other manufacturing operations where required as directed by Management.	
Key Areas of Responsibility:	<ul style="list-style-type: none"> <li>• All safety rules and regulations must be conformed to at all times.</li> <li>• All equipment should be handled/stored in a safe manner and in such a way that no damage occurs</li> <li>• Work area should be kept clean and tidy at all times and all spillages should be dealt with at the earliest opportunity</li> <li>• Identification of parts through stamping and etching as per the Works Traveller.</li> <li>• Cleaning and assembly of parts</li> <li>• Cap pack and dispatch parts</li> <li>• Checking and booking in goods received against the appropriate purchase order</li> <li>• Removal of swarf from the production area to the appropriate swarf skips/bins</li> <li>• Operate manual machining processes such as Lathes, drills, milling machines as required following appropriate training</li> <li>• Setup and operate Thread Rolling machines as required following appropriate training.</li> <li>• Cleaning duties in stores, workshop, storage areas and canteen as required and replenishment of janitorial supplies and toiletries</li> <li>• General building maintenance such as painting, minor repairs etc.</li> <li>• Painting operations on manufactured components as required</li> <li>• Some Workshop Assistants may be trained in Fork Lift Truck Operations which would add the following to their responsibilities: <ul style="list-style-type: none"> <li>○ Fork Lift Truck Operations</li> <li>○ Daily maintenance</li> <li>○ Loading and unloading delivery vehicles</li> <li>○ Movement of heavy loads through workshop</li> </ul> </li> </ul>	
Interfaces :	Internal:	CNC Operators, Stores staff, QC Inspector, Line Management, Shift Leaders, Works Assistants, Internal Auditors, QA Department
	External:	Customers, Suppliers, Sub-Contractors, Auditors
Qualifications:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Attained National 4 (Standard Grade) level of secondary education or equivalent</li> </ul>	

Experience Required:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Previous experience in a busy operations environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Fork Lift Truck Operations</li> <li>• Relevant previous workshop experience</li> </ul>
Skills/Training Competences:	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Computer Literate</li> <li>• Good organisational skills</li> <li>• Able to act on own initiative</li> <li>• Team Player</li> <li>• Flexible &amp; Adaptable</li> </ul>	