

Assembly Supervisor

Aliases: Line Supervisor, Shift In-Charge, Production Supervisor

Industry/Sector(s): Electronics and HW

JOB DESCRIPTION ¹

The tasks an Assembly Supervisor is expected to perform include:

- Supervising electronic and mechanical assembly technicians
- Co-ordinating with production planning team, stores, quality assurance and assembly team to implement production schedule
- Managing shifts and allocating work in order to meet deadlines and quality standards

WORK ENVIRONMENT

- It is a desk job with some field work
- Work from home option is not available
- Part-time work and contractual jobs may be available
- Travelling is not part of this job role
- Will require supervising technicians

Working hours

- Working hours are 9/10 hours every day for 5/6 days a week. This may vary company to company
- Shift system may be available

Is the job suitable for a candidate with special needs?

Maybe

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Minimum – Preferably ITI graduate
- Certified training for Assembly Supervisor (programme aligned to ELE/Q6305 released by Electronics Sector Skills Council of India)

KEY COMPETENCIES ¹

- Well-versed with work processes and assembly procedure for different products as developed by the engineering team
- Knowledge of organization's standards on maintenance of facilities and equipment
- Proficient in delegating work effectively amongst technicians
- Adept in planning and controlling production processes for the week/month
- Well-versed with resources and training required for carrying out production activities
- Proficient in checking assembled product at various stages
- Knowledge of common problems in the production process and how to avoid them
- Well-versed in maintaining schedule for equipment and machines
- Proficient in avoiding disruption of normal process of operation
- Adept in communicating with team members and members of other department in order to resolve any conflicts
- Knowledge of health and safety norms while carrying out electronic and mechanical assembly operations
- Well-versed with importance of ESD precautions
- Knowledge of electronics of components such as diode, transformer, LED, transistor, capacitor, resistor, inductor, thermistor, ICs
- Proficient in reading values of resistors, capacitors, diodes and integrated circuits with specific reference to colour coding, polarity, orientation, tolerance
- Well-versed with fundamentals of electricity such as Ohms Law, difference between Alternating Current (AC) and Direct Current (DC), series and parallel connections
- Knowledge of work place norms such as 5S and Kaizen

DESIRABLE COMPETENCIES ¹

Not applicable

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- All ITIs across India
- NIELIT, Calicut, Post Box No. 5, P. O. NIT Campus, CALICUT - 673601, Kerala
Tel: 0495-2287266, 2287166, <http://nielit.in/#content>
- Indian Institute For Production Management, Kansbahal, Near Rourkela, Odisha – 770034, Tel: 06624-280322/ 280948, <http://www.iipm.ac.in/index.php>
- Ministry of Micro, Small and Medium Enterprises, HQ, Office of DC-MSME A-Wing, 7th Floor, Nirmal Bhawan, New Delhi – 110108
- Directorate General of Employment & Training (DGE&T), Ministry of Labour and Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001, Tel: 011-23710446, <http://dget.nic.in/content/index.php>
- Advanced Training Institute, Gill Road , Ludhiana, Tel: 490187, 49187, <http://atiludhiana.gov.in>
- Maxwell Centre for Training & Development, No.12/35, V.P. Akilan Street, M.G.R. Nagar. Chennai - 600 078, Tel: 04344-321126, <http://www.maxwellguru.com/web/index.php>

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

<http://dcmsme.gov.in/schemes/scminitool.htm>
<http://dget.nic.in/content/innerpage/advanced-vocational-training-scheme-avts.php>

SAMPLE OF TRAINING AND LEARNING COURSES

[http://dget.gov.in/upload/uploadfiles/files/ELECTRONICS_MECHANIC\(1\).pdf](http://dget.gov.in/upload/uploadfiles/files/ELECTRONICS_MECHANIC(1).pdf)

CAREER PROGRESSION PATH

Helper/Worker → Operator/Technician → **Assembly Supervisor** → Line Supervisor → Shift Engineer → Production Manager

Transfer option

•India: Yes

•Abroad: Yes

(*This field to open the relevant job title when clicked)

EXPECTED EARNINGS ²

•For freshers – ₹ 10,000 to ₹ 12,000 per month

•For candidates with 1-2 years of experience - ₹ 12,000 to ₹ 15,000 per month

(These figures are indicative and subject to change)

REQUIRED WORK EXPERIENCE ¹

Minimum 3 years in assembly line

PROBABLE EMPLOYERS ⁴

Electronic and IT products manufacturers and plants across India

PEOPLE'S CORNER

Coming Soon

KEYWORDS

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OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	3138.0101	Assembly Supervisor
ISCO 2008	3122	Manufacturing Supervisor
NIC 2008	26109	Manufacture of other electronic components n.e.c
QP Reference	ELE/Q6305	Assembly Supervisor
NSQF	5	NA

REFERENCES

0	http://www.jobisjob.co.in/pune/assembly+supervisor/jobs
1	1 Qualifications Pack – Assembly Supervisor
2	http://www.payscale.com/research/IN/Country=India/Salary
3	3 “Human Resource and Skill Requirements in the Electronics &IT Hardware Sector (2022) – A Report” released by NSDC
4	http://www.careerjet.co.in/assembly-supervisor-jobs.html
5	http://www.nsdcindia.org/sites/default/files/files/Electronics-IT-hardware.pdf