

Job Title – Production Support Assistant
Location – Basildon
Job Type – Permanent, Full-time desirable

The Company

Life Racing has extensive experience in the design, manufacture, development, and support of a broad range of products including engine control units (ECUs), power distribution units (PDUs), display units, integrated paddle shift systems and high reliability wiring harnesses to all levels and variations of motorsport from WRC to 24hr Le Mans.

Life racing offers a range of services to support clients including on site and remote support, complete wiring harness solutions and custom electronic design. Extensive control systems experience provides the ability to advise on development from a control strategy perspective leading to better performance in shorter timescales.

Life Racing is based on the Essex/London border. Life Racing presents a small, yet exceptionally talented team driven to reach exceptional standards.

The Opportunity

Production Support Assistant – it is expected that the successful candidate will demonstrate initiative, attention to detail and good productivity whilst taking care and attention with fragile, sensitive items. A commitment to 'getting things done' and a willingness to pick up a variety of office support tasks with a positive attitude. Adaptable and flexible to the task in hand is very important.

Role outline:

- Supporting with the basics of production tasks
- Soldering connectors to boards
- Preparing ECU's ready for sale -packing in boxes with silicon sealant
- Packaging and shipping
- Understanding task requirements and completing as assigned.
- Asking questions and assisting wherever possible.
- Raising concerns and making suggestions for improvement where appropriate.
- Establishing professional relationships with staff.
- Maintaining a high degree of professionalism and diligence.

Key Skills / Experience

- Demonstrating initiative
- Attention to detail
- Gentle, sensitive approach to fragile products
- Adaptable and flexible
- A growth mindset and willingness to accept feedback.
- A valid driver's licence may be required.
- A good working knowledge of Microsoft packages is desirable

Qualities and Behaviours

- A self-starter who is motivated, organised, positive and keen to work hard.

Hours of work & Benefits

Standard full-time working week, 40 hours. When based at Life Racing's Essex facility, standard office hours are between 8am to 5pm.

The role is based at the office owing to the nature of the job responsibilities.

To meet the needs of the role and fast paced nature of the business, the successful candidate will require a flexible approach to working hours.

Position Vacant: December 2021