

Memo to: Personnel

New Post Required

Due to expansion of our business the Board has decided to establish a Printed Circuit Board design function in-house – our current approach being to subcontract all such activities. We therefore require a PCB designer.

The company is an electronics product developer and manufacturer with a modest current portfolio of electronic products and a list of new products planned for the future. By bringing PCB design in-house we want to be able to offer a faster, better quality, more cost effective and more integrated approach to overall product design.

I would like to see your draft version of the following documents before we proceed to committing to an advertisement:

- Produce a job description
- Produce a person specification