

JOB DESCRIPTION

Company Name: Light Mechanics (<https://www.lightmech.com/>)

Job Role: Manager - Mechanical Assembly (SPM – Special Purpose Machine)

Work Experience: 7 years with Engineering degree or 10+ years with Diploma degree

Location: Bengaluru

Employment Type: Full Time, Permanent

Role Category: Engineering & Manufacturing

Education: Diploma/ Engineering Degree in Mechanical/Electrical/Electronic Engineering or equivalent

Job Purpose

To lead and manage the mechanical assembly operations for Special Purpose Machines (SPM), ensuring on-time project execution, quality compliance, team productivity, safety adherence, and continuous improvement through lean manufacturing practices.

Key Responsibilities

Team Leadership

- Lead supervisors and engineers by assigning responsibilities, monitoring performance, and driving skill development to ensure efficient execution of assembly operations.
- Conduct skill assessment, training, and performance reviews of the team
- Foster a culture of accountability, safety, and continuous improvement
- Ensure discipline, work allocation, shift planning, and manpower optimization

Production & Assembly Management

- Plan, organize, and oversee mechanical assembly of SPMs as per project schedules
- Ensure adherence to drawings, BOMs, SOPs, and quality standards
- Monitor daily production targets, manpower allocation, and machine utilization
- Coordinate with Design, Electrical, Pneumatics, and Automation teams for smooth integration

Quality & Compliance

- Ensure assembly meets internal quality standards and customer specifications
- Drive root cause analysis and corrective actions for assembly issues
- Support internal audits, customer inspections, and FAT (Factory Acceptance Tests)
- Ensure compliance with safety standards, 5S, and statutory requirements
- Ensure adherence to standards and implementation of SOPs across assembly activities

Project Coordination

- Track project milestones and ensure on-time delivery of machines
- Coordinate with Planning, Purchase, Stores, and QA to avoid delays
- Support machine installation, commissioning, and trials when required

Continuous Improvement & Cost Control

- Implement Lean manufacturing, Kaizen, and productivity improvement initiatives
- Reduce rework, downtime, and assembly time
- Optimize material usage and control assembly-related costs

Documentation

- Ensure proper documentation of assembly reports, checklists, process records, deviations, rework details, and approvals
- Maintain SOPs, work instructions, and revision control for assembly processes
- Evaluate Objectives and Key Results (OKRs) of team members and drive performance alignment

Key Skills & Competencies

- Strong knowledge of SPM mechanical assembly, machine structures, fixtures, and mechanisms
- Ability to read and interpret mechanical drawings
- Hands-on experience with different mechanisms & mechanical systems like pneumatics, bearings, linear guides, ball screws etc.
- Leadership, planning, and problem-solving skills
- Knowledge of Lean, 5S, TPM practices
- Good communication and coordination skills