

Job Title: Electronic Assembler
Department: Production
Reports To: Production Supervisor
FLSA Status:

JOB SUMMARY

Assemble and inspect mechanical and electronic components to drawings and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to, the following. Other duties may be assigned.

- Process incoming stock using work instructions
- Analyze pick sheets based on work order assignment and pull the appropriate parts.
- Interpret technical documents, such as diagrams, assembly drawings, standard work instructions, test procedures, or other verbal or written instructions.
- Use tools to make or repair parts and products
- Identify any defective items and handle according to established procedures.
- Ability to use reason to solve problems as they arise.
- Willing to perform repetitive tasks while sitting or standing for extended periods of time.
- Pack, weigh, and label completed items for shipment or storage.
- Ability to lift up to 50 lbs.
- Keep a clean and tidy workspace.

EDUCATION & EXPERIENCE

Required:

- A High School Diploma or GED.

Desired

- 1+ years work experience in a similar role.
- Attention to detail.
- Skilled with hand tools.
- Experience with manufacturing (MRP) software.

KNOWLEDGE, & SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive work history and ability to maintain solid attendance.
- Basic computer skills.
- Excellent time management and organizational skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Production and Warehouse Environment

EMPLOYER'S RIGHTS

This job description is not an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

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