Job Posting:  
Part-Time Assembly Technician

Position Summary

Phenix Fiber Optics, a small fiber optics instrument manufacturer based in Bozeman, MT, is seeking a Part-Time Assembly Technician to assemble and repair our fiber optic cleaving instrument, the fibersect™.

We are seeking a reliable, motivated, self-starter with experience in technical instrument assembly. We seek an individual with immaculate attention to detail and strong communication skills. The position will be based out of our small, home-based lab less than ten minutes south of downtown Bozeman. We are open to a flexible schedule. A minimum of 10 hours/week will be required, with the opportunity to work up to 20 hours/week possible at certain times. Phenix currently employs two other part-time Assembly Technicians; however this position will largely work independently or with Phenix President/lead engineer.

There is opportunity for this position to grow into other manufacturing and production responsibilities, such as developing and managing inventory systems, streamlining parts procurement, working with suppliers, establishing quality control protocols, etc.

Responsibilities

- Assemble electronic and electro/mechanical equipment such as PC boards, motors, etc.
- Consistently perform assembly and testing of products and/or sub-assemblies efficiently while maintaining exemplary quality standards.
- Communicate about work in process, identify and report potential product problems and suggest corrective actions.
- Track and enter testing results and instrument assembly information in shared computer system.
- Maintain inventories of production parts and supplies.
- Follow appropriate safety protocols.

Required Qualifications

- Experience in the electronics and/or electro/mechanical fields, including assembling and handling of small parts.
- Ability to use small handtools, power tools, machines, and equipment.
- Clear communication and interpersonal skills both written and verbal.
- Ability to read, understand, and use technical manuals and reports and receive verbal instructions.
- Ability to perform a variety of complicated tasks with limited supervision and oversight.
- Demonstrated troubleshooting and problem solving skills.
- Possess a high sense of integrity and confidentiality; will be required to maintain confidential product and trade secret information.
- Knowledge of basic Windows applications.
- Comfortable working in a home-based lab setting.
- Comfortable in a start-up setting, complete with ebb-and-flow production needs.
- Physical requirements: ability to sit for extended periods, work with small tools, use microscope or other magnifying device, lift and carry up to 30lbs short distances.

Desired Qualifications
- Interest in fiber optics and/or optical instrument design.
- Experience with soldering.
- Knowledge of electrical/electronic components and equipment, including the use of special instruments for diagnostic purposes is a plus.
- Experience with production/quality control/inventory systems.
- Experience with machining and/or printed circuit boards.

What We Offer:
- Starting pay of $20/hour.
- Flexible hours.
- We regret that we are unable to offer any benefits at this time.
- A friendly and collegial work environment in which everyone’s contributions are treated with respect and appreciation.
- Opportunity to grow with an expanding business.

How to Apply
Please submit resume and cover letter to Lindsay Ryder, Director of Sales and Marketing at lindsay@phenixfo.com. Applications will be reviewed on a rolling basis, with a final deadline of May 8, 2017.

About Phenix Fiber Optics
We are a small (3 full-time equivalent employees) Bozeman-based company manufacturing and selling instrumentation designed to cleave fiber optic cables. Our key instrument, the fibersect, is a revolutionary tool designed to mechanically cleave fiber optic cables by cutting through the fiber and epoxy with remarkable precision.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.