Assembler
Position Description

KEY JOB FUNCTIONS - Specific responsibilities include, but are not limited to:

Duties
• Prepares for product assembly by studying assembly instructions and parts lists.
• Gathering needed parts, tools, and materials at workstations.
• Positions parts and subassemblies by using templates and following instructions.
• Assembles components by hand soldering, examining connections for correct fit; fastening parts, enclosures and subassemblies.
• Verifies quality visually, measuring completed components and conducts final testing.
• Performs product manufacturing, final packaging and shipping.
• Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies with internal staff and verifying receipt of supplies.
• Documents actions by completing production run and quality forms.
• May times answer company phone line, take messages or transfer call.
• Contributes to team effectiveness with results driven positive attitude.

Communication & Learning
• Uses company guidelines and learning materials to maintain production quality standards.
• Communicate directly with other production staff regarding workload and timeline.
• Maintain competencies to meet quality standards, production objectives and deadlines.

Risk Management
• Maintain and adhere to required safety standards for work environment.
• Maintains safe and clean working environment.
• Comply with procedures, rules, and regulations.

QUALIFICATIONS

Knowledge of:
• Soldering small components onto a circuit board, yet not mandatory.
• Supply chain, inventory management and related record keeping.
• Electricity and continuity, yet not mandatory.

Ability to:
• See, sort, handle and hand solder small components onto a circuit board.
• Work cooperatively with others.
• Communicate clearly with staff, customers and the public using a telephone, email and in a one-to-one or group setting.
• Lift 40 pounds from the floor to waist height.

Desired Experience:
• Prior experience working with a manufacturing company.
• Prior experience with electrical product certification requirements (e.g. UL).
• Knowledge and experience with manufacturing inventory practices and procedures.
• Knowledge and experience in wave-soldering circuit board assembly and production.