

JOB DESCRIPTION

Position: Production Assembler

Responsible for assembly, testing, labeling, boxing and inspection of electro-mechanical products.

Required Skills:

Minimum requirements:

- High school diploma or equivalent.
- One to three years prior assembly experience preferred.
- Proficiency with MS Office or equivalent computer experience.
- Conceptual understanding of quality systems and documentation.
- Proficient written and verbal communication skills including fluency in English.
- Effective interpersonal skills.
- Ability to work in a fast pace team environment.
- Effective manual dexterity and eye hand coordination.
- Understanding of 5S a plus.
- SAP knowledge a plus.

Responsible to: Production Manager

Job Responsibilities:

- Use of travelers to control assembly operations.
- Use of hand tools and soldering irons.
- Read and follow work instructions.
- Sequence and operations required to assemble devices.
- Use of specialized testing equipment and the recording of test values.
- Labeling finished product.
- In process and final inspection of product, including functional testing.
- Record process and test data values into regulatory documentation as required.
- Adhering to the quality system requirements.
- Record data in ERP computer System.
- Maintain a safe and clean work environment.
- Use the computer to do inventory transactions.
- Ability to multitask.
- Other duties as assigned from time to time.

I have reviewed my job responsibilities:

Signature of Employee: _____ **Date:** _____

Signature of Supervisor/Manager: _____ **Date:** _____