

JOB CLASSIFICATION

ASSEMBLER

Summary: To assemble products in accordance with established standards by performing the following duties:

Duties and Responsibilities:

- Assemble electrical components of various materials to produce items such as PCB, cable/harness, and electro-mechanical assemblies, as assigned and specified by work orders, diagrams, layouts, samples, and/or Supervisor's Instructions in accordance with production guidelines
- Transport parts/assemblies between storage bins, racks, and work area
- Perform spot checks of products to ensure adherence to approved quality standards
- Notify supervisor of product discrepancies or equipment malfunctions
- Work at different work stations as required by production
- Maintain a clean and organized workspace
- Responsible for accuracy and quality of own work
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as appropriately assigned or instructed

Information/Directions From:

- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Ability to follow Supervisor Instruction
- Ability to communicate well with Supervisor
- Ability to frequently sit, stand, walk, and reach within hands and arms length
- Ability to regularly lift and/or move up to 10 pounds
- Good organizational skills
- Component I.D. Training
- ESD Training
- FOD Training
- HazCom (Safety) Training
- JSTD Training
- ITAR Training
- Sexual Harassment Training

Education/Experience Required:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience