



Assembler

HOURS	M-F 7:00 am – 3:30 pm & some Saturdays / hourly, non-exempt
REPORTS TO	Production Manager
LOCATION	East Dallas - I30 & Buckner Blvd. / 4212 S Buckner Blvd, Dallas

The primary function of the Assembler is to provide a variety of electronic and mechanical assembly tasks, eager to learn and grow as a versatile assembler.

You will be using general tools such as soldering irons, cutters, wrenches, luggers, component bending tools, power tools and screwdrivers, vacuum equipment, heat guns, tie wrap gun, crimpers, crimping machines and possibly others.

Requirements

- One year of related assembly experience / 2-3 years preferred
- Must have the ability to follow written and verbal instructions
- Must have excellent attendance and be on time
- Must be a US Citizen due to the contract requirements of our customers
- Must successfully complete criminal background check and drug screen test

Principal Duties and Responsibilities

- Performs a variety of diverse electronic or mechanical production assembly tasks meeting with a consistent level of high quality
- Employs necessary electronic or mechanical processes such as wiring, soldering, and other related assembly process
- Should be familiar with hand tools and be willing to use special tools as required
- Works with electronic or mechanical assembly operations requiring a moderate degree of skill, knowledge and versatility (higher skills is a plus)
- Performs rework resulting from drawing change notices
- Checks own work for conformance to specifications
- Must have good work drive and be goal oriented
- Must work well with others and follow given instructions
- Will be required to cross-train as back-up in other areas of the manufacturing plant.
- Other job-related duties as may be necessary to carry out the responsibilities of this position.

Work Relationships and Scope

Reports directly to the assembly shop supervisor; daily interaction with other operations including plant production employees.

Performance Expectations

- Safety, quality, accuracy, timeliness, reliability and thoroughness of work performed
- Gains the trust and respect of the supervisor, co-workers and other employees
- Develops good working relationships with the supervisor, co-workers and other employees
- Develops working knowledge of the production environment
- Has ability to respond to change

Working Conditions

This position works in a production environment with the risk of injury so some safety equipment must be worn when working with equipment in the shop. Bending, lifting and pushing up to 100 pounds (with assistance) is required.

Employee benefits:

- 401(k) matching at 6%
- Medical insurance family options
- Dental insurance family options
- Vision insurance family options
- Flexible spending account & HSA options
- PTO (3 weeks in a full year)
- 9 company-paid holidays
- Tuition reimbursement after 1 year of service
- Life insurance options
- Disability plan