

Job Title: Product Assembly Technician

Reports To: Operations Manager
Department: Operations

Job Summary: The Product Assembly Technician is responsible for assembly of modules, testing, service, generating ECR and maintains non-inventory stock

Duties for Assembly

- Assist in picking, packing and shipping of inventory to fill customer orders
- Assembly of modules, sub-assemblies, and accessories for the MANTECH product line
- Testing of modules, sub-assemblies and accessories for the MANTECH product line
- Maintain organized work area per policies, procedures and safety regulations.
- Provide work instructions for building assemblies
- Produce Manuals for assembly of modules
- Maintains non-inventory stock levels
- Maintaining stock shelves, organizing shelves and stock
- Creating ECR for continuous improvement
- Service all products for lab, customer products
- Perform other duties as assigned

Qualifications:

Education:

- College level diploma required

Requirements

- Mechanical and/or Electrical aptitude
- Strong written and verbal communication skills in English
- Extensive use of assembly tools, screwdrivers, etc. an ongoing basis
- Basic mathematical skills required
- Valid driver's license and good driving record required
- Ability to lift, weigh and measure items
- Able to work efficiently as part of a team as well as independently
- Computer literacy including working skills of Excel and e-mail required
- Strong organizational skills and attention to detail
- Self-motivated with an ability to time manage and prioritize work in a constantly changing environment
- Strong work ethic and positive team attitude.
- Use of hand-held tools, soldering drill press

General Abilities:

- Manual dexterity to use desktop computer and peripherals
- Lifting or moving up to 50 lbs may be required

Working Conditions

- This position may be exposed to elements such as noise and dust.