



Total Quality Contract Manufacturing
Committed to Excellence

Irvine Electronics, Inc.

Job Description: **Assembler 1**

Department: **Production**

Reports To: **Production Manager**

Responsibilities:

- The employee shall successfully complete the IEI soldering test at an IEI acceptable skill level.
- Be able to solder under a microscope.
- Maintain proficiency in the following job related functions: knowledge of color-coding, proper component orientation and polarization, etch cutting and installation of jumpers from assembly instructions or sample, and performance of touch-up to quality standards as designated by IEI or their customers.
- Employee must complete all required safety training.
- **MUST BE A U.S. PERSON.**

Education and/or Experience:

- To perform this job successfully, an individual must have a minimum of two years assembly experience and proficiency in component preparation, including machine setup.
- IPC-610A and J-STD-001 is a plus.
- Read and write English is a must.
- ISO 9000 and AS9100 working environment is a plus.
- Soldering certificates is a plus.
- SMT experience a plus.

ADA Requirements:

- The key physical requirements for this position include the ability to move within a the distribution warehouse area, walking sitting, standing, climbing, carrying, pushing, pulling, and lifting 1-30 pounds occasionally.

The following training must be completed, and signed off by Employee and trainer:

IEI General Orientation

IEI Policy and Procedures

Safety Training

ISO 9000 Training

ESD Training

I, _____ (employee) have read and agree to the duties, responsibilities, and requirements of this job description and have the ability to perform them successfully.

Employee Signature

Date