



Total Quality Contract Manufacturing
Committed to Excellence

Irvine Electronics, Inc.

Job Description: **Assembler 2**
Department: **Production**
Reports To: **Production Manager**

Responsibilities:

- The employee shall interpret drawings, parts lists, MAIs, ECOs/ECNs, and other related documentation.
- Institute all complex ECOs/ECNs with very little or no assistance.
- Possess full understanding of quality criteria as set forth by the customers of IEI.
- Completes assigned projects through entire assembly process, including directing those who may be required for assistance in this completion.
- 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 5 years assembly.
- Must have mastered all skills and capabilities in the Inspector/Assembler classification.
- 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