



JOB DESCRIPTION

TITLE: ASSEMBLER II

Department: Production (Assembly)
Reports To: Production Manager
Approved By: Production Manager
Non-Exempt Position

ESSENTIAL DUTIES AND 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; and completes assigned projects through entire assembly process, including directing those who may be required for assistance in this completion.

EDUCATION AND/OR EXPERIENCE:

To perform this job successfully, the individual must have a minimum of five years assembly experience. In addition, this individual must have mastered all skills and capabilities in the Inspector/Assembler classification. IPC-610A and J-STD-001 a plus, read and write English a must, ISO 9000 and AS9100 working environment a plus, Soldering certificates a plus, SMT experience a plus.

MUST BE A U.S. PERSON.

ADA REQUIREMENTS:

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

EYE EXAM REQUIREMENT:

An annual eye exam is required due to the nature of our business and customer requirements.

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:

____/____/____