

JOB DESCRIPTION FORM

QFM-49 R03 Job Desc - Mfg Assembler 1 (website posting).docx

POSITION Manufacturing Assembler 1		Revision 03	
Originator K Arps	Approver T Funk	Release Date: 22-Feb-06	Revision Date 3-Apr-19

Company Profile: Convenience Electronics was founded in 1989 and manufactures high quality custom cables for medical, industrial, telecom and security industry, specializing in high quality and quick turnaround. We continually strive to provide our customers with high quality and service.

- 1 **Primary Responsibility:** The Manufacturing Assembler 1 assembles cables, wires, and harnesses; and electronic, mechanical, or electro-mechanical assemblies, as required.
- 2 **Reports to:** Manufacturing Supervisor, and works with Manufacturing Leads.
- 3 **Specific Duties:** The Manufacturing Assembler 1 carries out the following duties:
 - 3.1 Read/interpret drawings (QAI-013 Training, basic understanding)
 - 3.2 Understand and follow work instructions (QAI-014 Training, basic understanding)
 - 3.3 Produce electronic products in compliance with job specifications and IPC-A620.
 - 3.4 Measure actual work time against the standard labor time set for each assembly being worked on.
 - 3.5 Participate in LEAN manufacturing experiments
 - 3.5.1 Introduction to lean manufacturing.
 - 3.5.2 Introduction to cellular manufacturing.
 - 3.5.3 Team work development
 - 3.6 Escalates production issues and concerns to Team Lead or supervisor
 - 3.7 Corrects production errors discovered during manufacturing with guidance from Team Lead or supervisor
 - 3.8 Perform other duties as assigned by Supervisor or Manager.
- 4 **Qualifications:** Qualified applicants will have the following preferred qualifications:
 - 4.1 Education: high school diploma or GED, AND
 - 4.2 Experience: 1 to 2 years experience in a manufacturing or commercial environment.
 - 4.3 Self-starting, self-organizing, works well with others, continually improves
 - 4.4 Attention to detail and accuracy
 - 4.5 Ability to stay focused
 - 4.6 Ability to read, speak and understand English
 - 4.7 Ability to lift at least 25 pounds
- 5 **Expectations:** The incumbent will be expected to attain the following skills shortly after hire (if not already having such skills):
 - 5.1 Full knowledge of company's safety policy and procedures
 - 5.2 Understanding of company's manufacturing processes
 - 5.3 Completion of IPC 620 training requirements.
 - 5.4 Meet attendance / Tardiness requirements set up in company policy.
 - 5.5 Introduction to company Quality Manual and expectations.

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Convenience Electronics

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