 **Position Description**

**Electronic Test Manager**

**Job Summary:**

The manager of the Electronic Test Department is responsible for managing a team of Electronic Technicians who are accountable for troubleshooting electrical issues on complex printed circuit board assemblies down to the component level before releasing to the System Manufacturing Department. Additional responsibilities include; coordinating all production schedules through the test department to meet production deadlines, developing procedures and documentation and collaborating closely with engineering, assembly and the department manager.

**Key Responsibilities:**

* Schedule and assign work to meet production schedule deadlines.
* Assist Electronic Technicians with troubleshooting mechanical and electrical issues on Printed Circuit Board assemblies down to the component level.
* Develop procedures for product testing, working closely with design engineering.
* Develop operations documentation, working closely with manufacturing engineering.
* Conduct performance reviews, set expectations, goals and objectives for employees.
* Identify and coordinate staffing and training needs with department manager.
* Identify and coordinate equipment needs with department manager.

**Required Qualifications:**

* Bachelor degree in Electrical Engineering with a minimum of 3 years of experience in an electronics field, or, an Associate degree in Electronics with a minimum of 5 years of relevant experience.
* Supervisory experience.
* Demonstrated ability to use electronic theory.
* Demonstrated ability to read and understand schematics.
* Experience with relevant electronic tools and equipment.
* Strong organization skills.
* Strong communication skills.
* Proficiency with MS Outlook, Word, and Excel.
* Must be able to lift 50 lbs.

**Preferred Qualifications:**

* Experience with printed circuit board testing.

**Company Description:**
Micro Control Company is an industry leading manufacturer of electronic burn-in test systems for high power logic semiconductors. Our large test ovens are capital equipment for major semiconductor manufacturers.

Micro Control Company offers competitive wages and benefits including health; PTO; paid holidays; a matching 401(k) plan and a discretionary profit sharing bonus. Please e-mail a cover letter and resume to: mcchr@microcontrol.com to be considered for this position (using the job title for the subject).

Micro Control Company
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