C:\Users\lfox\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\XZZPGM4T\Company logo1.gif **Electronic-Mechanical Assembler II  
Job Summary:**This position reports to our Module Assembly and Test Department and the responsibilities include performing a wide range of electronic and mechanical assembly operations to high quality printed circuit boards in accordance with Micro Control Companies values and the master schedule while meeting or exceeding time standards. This requires successful operations of touch-up and modifications to assemblies. Works under general supervision.

**Key Responsibilities:**

* Perform electronic and mechanical assembly functions utilizing hand tools and precision measuring equipment.
* Builds cable assemblies which require soldering, crimping and wiring.
* Builds frames and other sub-assemblies requiring the use of hardware.
* Follows verbal and written instructions such as blueprints, assembly layouts, drawings and wiring schematics to complete a variety of assembly and subassembly tasks.
* Responsible for performing touch-up techniques using soldering iron, hand tools and electronic devices.
* Perform quality checks per the required standards.
* Ensure productive workflow, quality requirements and standards are met or exceeded.
* Responsible for effective and efficient preparation, execution, problem solving and processing.
* Responsibly operates and utilizes, tools, supplies, and other resources in accordance with Micro Control Companies set policy.
* Accurately and timely reporting labor hours, activities, improvement opportunities, issues and safety concerns.
* Follow safety guidelines and report unsafe conditions to your team-lead or supervisor.
* Responsible for work performed at or above the standard average of assembly speed and quality of product.
* Maintain the work area and equipment in a clean and orderly condition by performing daily organization and cleanup of work area.
* Participates in team activities and actively shares knowledge, ideas, honest observations, and best practices with the team.
* Provide feedback to the team-lead on barriers, problems, and issues.
* Other duties as assigned.

**Required Qualifications:**

* High School Diploma or equivalent.
* Two years related experience.
* Strong attention to details.
* Good manual dexterity.
* Proactive mindset.
* Ability to read and understand basic work instructions.
* Excellent interpersonal and communication skills, both written and verbal.

**Preferred Qualifications:**

* Experience working in an electronic-mechanical assembly environment.
* Experienceworking with PCBA’s and assembly.
* Knowledge of IPC J-STD and IPC-A-610 standards.

**Physical Demands:**

* The worker is required to have close visual acuity to perform an activity such as: viewing a computer terminal, visual inspection of assemblies, and use of a microscope.
* Physical demands include but are not limited to standing for extended periods of time, lifting up to 50 pounds, stretching, bending and good hand dexterity.