

Job Opportunity Notice

Job Title:	Electrical/Mechanical Assembler	Posting Date:	9/8/2020
Work Location:	Norwood, MA		
Department:	Operations		
Reports to:	Manufacturing Supervisor	FLSA Status:	Non-Exempt

Summary:

An Electro-Mechanical Assembler must have the ability to read manufacturing work instructions, engineering drawings, routings, and bills of material. Assemble product based on work order, manufacturing work instructions, engineering drawings, and bills of material. Perform manufacturing testing of product and maintain Quality performance. Document manufacturing or quality issues using the appropriate procedures. Recommend improvements to the build process or production methodology.

Essential Functions:

1. Must be able to read assembly drawings and follow detailed instructions.
 2. Assemble and test units that comply with work instructions and quality procedures. Testing includes hipot testing, electrical safety testing, and calibration using various testing equipment.
 3. Must be able to properly and safely use all standard hand tools including, screw drivers, wrenches, ratchets, wire cutters, cordless screwdrivers, and crimpers.
 4. Interpret work instructions and engineering drawings in the English language to successfully assemble product.
 5. Prepare units for final quality inspection according to current policy and procedure.
 6. Routinely perform cycle counts in a designated work cell.
 7. Keep area clean and organized and be an active participant in our lean manufacturing continuous improvement program.
- Perform other duties and tasks as assigned.

Experience Requirements:

One to three years small assembly experience.

Education Requirements:

1. High School Diploma, GED, or equivalent.

Physical Requirements and Working Conditions:

1. Able to stand for long periods of time.
2. Able to lift thirty pounds.
3. Must be proficient with office equipment and programs such as Document Control software, ERP System, Microsoft Office, copiers, printers, and computers.

Application Process:

Interested candidates should send their resume to:

Advanced Instruments, LLC
 2 Technology Way
 Norwood, MA 02062
jobs@aicompanies.com

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time