



Job Title: Assembly Technician

Job Description:

The position of Assembly Technician provides technical support and assembly of hardware to meet specifications. This entails following technical instructions, managing inventories, testing functionality, preparing product for shipment and supporting returned or broken products. The position is based in the corporate offices in Virginia Beach, VA. The position reports to the Manufacturing Supervisor and engineering staff.

Responsibilities:

- Perform assembly of product as needed to meet production goals.
- Assemble product to meet specifications and operate within standard operating procedures (SOPs) and Job Safety Analysis(JSAs)
- Perform QC checks as necessary utilizing industry standard documentation.
- Perform assembly of wiring, cables, electronic components, and mechanical assemblies.
- Soldering and repair of PC boards and assemblies as needed.
- Utilize drawings, work instructions, and wiring diagrams to assemble products.
- Collaborate with team to improve assembly procedures, design of product, productivity, and quality of assemblies.
- Assist in managing inventory.
- Track and analyze assembly procedure and make changes to allow for greater productivity, quality and cost reduction
- Technical assistance with preparation of documents concerning assembly, installation and Bill of Materials
- Complete daily production logs
- Clean and maintain work area. Turn off and lock out equipment when not in use
- Identify risk mitigation actions and risks
- Work with Manufacturing Supervisor and engineering staff to support other aspects of product development
- Support company policies and procedures, goals and objectives, and good manufacturing practices

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