

## JOB DESCRIPTION

### M Wave Design Corp.

Job Title: **Assembler, Level I**

Date: **6/18/2019**

Department: **Production**

Exempt

Non-Exempt

Job Reports To: Production Lab Lead

#### General Job Summary and Purpose

Perform activities of production department to manufacture electronic components, products, and systems by performing the following duties. Other duties may be assigned however this job has no supervisory responsibilities.

#### Job Task, Duties and Responsibilities

- With input from the job package, lab lead technician, and a responsible engineer the Assembler builds, both new and existing products, and provides input to improve production techniques.
- Documents processes and completes paperwork.
- Maintains training on critical processes and procedures.
- Maintains an organized workstation.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Specific duties and responsibilities may vary based upon departmental needs and projects.

#### MINIMUM QUALIFICATIONS

##### Education and Experience

- Formal schooling or practical knowledge of electronics
- One to two years of related experience and/or training or
- Equivalent combination of education and experience.

##### Required Knowledge/Skills/Abilities/Key Competencies

- Ability to read, analyze, interpret, and communicate technical procedures and basic drafting/ drawing interpretation.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Follows instructions, responds to management direction and takes responsibility for own actions.
- Keeps commitments and commits to additional hours of work when necessary to reach goals

Completed by:

Date: