

Assembly Technician

Job Description:

Build assemblies and sub-assemblies in order of the queue within the expected time .Assembly includes soldering to printed circuit boards via through-hole and surface mount methods. Securing parts together with elastomers and screws utilizing small hand tools. Using custom software to Calibrate and Tune devices. Completing work orders ensuring the product is ready for the next stage within Production. Check and repair the defective products to ensure that no defective products are produced.

Required Skills:

- **Soldering Skills**
 - Previous soldering skills are preferred.
- **Maintenance experience**
 - Have basic maintenance and troubleshooting ability to solve the problems in product production.
- **Mechanical Aptitude**
 - Good spatial awareness to be able to trouble shoot and problem solve form, fit, and function of our instruments.
 - Experience in an assembly or calibration environment is a plus
- **Attention to detail**
 - Ensure all assemblies and sub-assemblies are built error free within the allotted time.
- **Language skills**
 - Proficient with English both written and verbal
- **Education**
 - Required: Completed Sr. High School
 - Preferred: Completed Jr College in a science or technology major

Job Expectations:

- **Teamwork**
 - Be a team player - Assist other personnel when help is needed
 - Decisions should positively affect Alicat, Production or the team
- **Communication**
 - Ensure clear and concise communication
 - Listen to and accept constructive criticism
 - Rather than complain, propose improvement
- **Follow Direction**
 - Follow directions given by Leads/Supervisors/Management
 - Read, understand, comprehend all documentation and call upon a Lead/Supervisor regarding any questions
 - Follow the order of the Work Order Queue
- **Work Ethic**
 - Complete a 40 hour work week (8 hours a day, 5 days a week)
 - Maintain a professional environment
 - Always strive to improve
 - Limit unplanned days off (call offs) to 1 per quarter
 - Do what is right even if no one is around
- **Sense of Urgency**
 - Focus on the task at hand

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- Do not wait for something to do, find a task or ask supervision for a task to complete
- Minimal down time between units

职位描述

在预期的时间内按次序进行组装和调试工作。组装工作包括 1 在印刷电路板 PCB 通孔和表面进行焊接操作 2 使用螺丝以及小型工具等连接产品的各部分组件。调试工作包括使用公司定制软件完成对设备的校正和调制。按时完成所分配的订单，确保产品顺利进入下一阶段的生产。对不良品的检查与维修，确保不生产缺陷品。

技能要求

- 焊接经验
 - 先前有 PCB 板卡的焊接经验者优先
- 维修经验
 - 有基础的维修排故能力，解决产品生产中的故障。
- 机械结构基础
 - 具备良好的空间感知能力，当设备在形状，适合度和功能等出现问题时候能做简单的故障排除
 - 有装配或校准经验者优先
- 注重细节
 - 在规定时间内确保所有的组装和组装过程没有误差
- 语言能力
 - 具备流利的英语书写和口语能力
- 学历要求
 - 高中以及中专学历
 - 大学专科及高职学历优先

工作期望

- 团队合作
 - 成为团队的一员 帮助其他有需要的同事
 - 对 Alicat 生产或其他团队能产生积极影响
- 顺畅沟通
 - 清晰简洁的交流
 - 聆听接受善意的批评
 - 提出改进方法 而不是抱怨
- 服从指令
 - 听从各级领导的指令
 - 阅读 理解各文档 遇到问题时能向领导提出
 - 按流程有序工作
- 工作规范
 - 完成一周 40 小时工作（一天 8 小时，一周五天）
 - 保持专业的环境
 - 精益求精
 - 一季度最多一次计划外休假
 - 领导在与不在一个样
- 紧迫感
 - 着重处理下达目标

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- 下达的目标完成后，树立下一个而不是闲等
- 减少宕机时间