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# Example of Electronics Assembler Job Description

Our growing company is searching for experienced candidates for the position of electronics assembler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for electronics assembler

* Aligns and assembles parts, such as leads, coils, wires, and terminals into housing, use of hand tools, power tools, soldering irons, tweezers, pliers, cutters and microscopes
* Enter information in computer such as serial numbers, flow sheets information, rework notes
* To complete the assembly of electronics boards by means of acceptable processing
* Utilize hand tools and automated machines and components in conjunction with customer drawings parts list, bill of materials, wire diagrams, schematics, tables and work instructions
* Experience in wire harness, cable and mechanical assembly utilizing a variety of hand and/or power tools
* Must have good manual dexterity and oral/written communication skills
* Perform and document completed work via a product router
* Ability to read and follow work instructions, drawing and manufacturing procedures
* Perform assembly functions which include cabinet preparation, mechanical assembly, harness preparation, cable installation and equipment wiring
* Maintain a safe work environment by following safety procedures including handling of materials, tools and equipment

## Qualifications for electronics assembler

* Technical background is a major plus whether it be from schooling or experience with certain machines
* Ability to follow engineering drawings and specifications to assemble and inspect electrical controls, printed circuit boards, wire cabinet systems and/ or electronic controller assemblies
* Basic knowledge of and ability to communicate technical information to individuals
* Ability to read, interpret and use the information presented in drawings, schematics, wiring diagrams and engineering instructions to determine appropriate activities, tools and next steps in the production process as required
* Basic knowledge of continuous improvement processes to improve operational effectiveness
* Entry level, less than 2 years experience in an electrical/electronics manufacturing or equivalent environment