



Example of Assembly Technician Job Description

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Our company is looking for an assembly technician. 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 assembly technician

- Document problems and suggest improvements, acting to improve timeliness or reduce costs
- Given work method/short cycle, loading + unloading, limited number of basic operations/fixed sequence
- Use and interpret complicated prints, drawings and process sheets to perform a variety of layouts, , complete and sign work orders identifying the operations performed
- Construction or assembly of an entire product or component of a product
- Documenting assembly techniques according to guidelines
- Visually controlling manufactured products, using tools (unequivocal) and keeping an eye on machine functions
- Keep work area, equipment, machines, clean and orderly at all times
- Must perform as a team member with the willingness and attitude to work with others to resolve problems
- Part prepping
- Hand assemble of thru-hole components

Qualifications for assembly technician

- Operating equipment such as wave solder, washer, prepper and depanelizer
- Assemble and test electronic products having both hardware and software systems

- Perform visual inspection of all components and finished subassemblies
- Finish products to specified criteria to ensure high quality
- 3+ years of experience with basic assembly equipment and tools (strippers, crimpers, cutters, soldering iron, screw drivers, drills)