



Example of Electronic Assembler Job Description

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Our growing company is hiring for an electronic assembler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for electronic assembler

- Apply acquired job skills, company policies and procedures to complete assigned tasks and adherence to production plan schedules why producing high quality products to standards
- Work on assignments that are semi-routine in nature but recognizes the need for occasional deviation from accepted practice
- Act as a champion of the Company's Lean and Continuous Improvement programs
- Complete work orders on schedule to ensure a constant flow of product and to maintain efficiencies
- Identify overdue or potentially overdue work orders and alert managers
- Notify manager of all NCM's (non-conforming material)
- Adhere to all established health and safety rules
- Constantly review current manufacturing processes to identify opportunities for improvement
- Recommend changes to eliminate waste and to promote cost reductions without sacrificing quality
- Read and interpret drawings, diagrams, work orders, procedures and follows verbal directions

Qualifications for electronic assembler

- Ability to perform tasks requiring semi-rigid cabling and building assemblies which require semi-rigid wiring

- Assist in the creation of work procedures
- Troubleshoot daily routine problems
- Produce quality products in accordance to standards
- Meet established standard times for standard and non-standard operations