

# JOB DESCRIPTION FORM

QFM-49 R02 Job Desc - Mfg Assembler 1

POSITION <b>Manufacturing Assembler 1</b>			Revision <b>02</b>
Originator <b>KFA</b>	Approver <b>TLF</b>	Release Date: <b>22-FEB-06</b>	Revision Date <b>21-NOV-12</b>

- 1 **Primary Responsibility:** The Manufacturing Assembler 1 assembles cables, wires, and harnesses; and electronic, mechanical, or electro-mechanical assemblies, as required.
- 2 **Reports to:** Manufacturing Supervisor, and works with Manufacturing Leads.
- 3 **Specific Duties:** The Manufacturing Assembler 1 carries out the following duties:
  - 3.1 Read/interpret drawings (QAI-013 Training, basic understanding)
  - 3.2 Understand and follow work instructions (QAI-014 Training, basic understanding)
  - 3.3 Produce electronic products in compliance with job specifications and IPC-A620.
  - 3.4 Measure actual work time against the standard labor time set for each assembly being worked on.
  - 3.5 Participate in LEAN manufacturing experiments
    - 3.5.1 Introduction to lean manufacturing.
    - 3.5.2 Introduction to cellular manufacturing.
    - 3.5.3 Team work development
  - 3.6 Escalates production issues and concerns to Team Lead or supervisor
  - 3.7 Corrects production errors discovered during manufacturing with guidance from Team Lead or supervisor
  - 3.8 Perform other duties as assigned by Supervisor or Manager.
- 4 **Qualifications:** Qualified applicants will have the following preferred qualifications:
  - 4.1 Education: high school diploma or GED, AND
  - 4.2 Experience: 1 to 2 years experience in a manufacturing or commercial environment.
  - 4.3 Self-starting, self-organizing, works well with others, continually improves, accurate
  - 4.4 Ability to lift at least 25 pounds
- 5 **Expectations:** The incumbent will be expected to attain the following skills shortly after hire (if not already having such skills):
  - 5.1 Full knowledge of CEI's safety policy and procedures
  - 5.2 Understanding of CEI's manufacturing processes
  - 5.3 Completion of IPC 620 training requirements.
  - 5.4 Meet attendance / Tardiness requirements set up in company policy.
  - 5.5 Introduction to CEI Quality Manual and expectations.

## 6 Revision History:

Date:	Rev:	Description of Revision
22-FEB-06	01	Initial Release
21-NOV-12	02	Changes to specific duties and expectations

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