

JOB DESCRIPTION

TITLE: Supervisor - Electronic Assembly

REPORTS TO: Plant Manager

PRIMARY FUNCTION:

Electronic Assembly

- Responsible for all aspects of production for the electronic assembly product lines
- Manage inventory and assemble the company's products to meet the demands of the production schedule
- Monitor product standards and implement quality control programs while making sure products are produced on time
- Fill in wherever necessary in the department or make the appropriate changes to keep production going
- Responsible for interviewing, appraising performance, and disciplinary actions
- Implement company policies and goals
- Implement and drive continuous improvement
- Ensure team members are fully trained and follow work instructions in their daily roles
- Manage multiple projects simultaneously, set priorities, identify and address problems and meet deadlines
- Attention to detail with constant eye on quality
- Delegate tasks and responsibilities to team members
- Perform Quality Checks
- Other duties as assigned/required

KNOWLEDGE AND EXPERIENCE:

- High School education or GED is required
- 2-4 years of experience in supervisory role is required
- Dexterity and good motor skills
- Attention to quality, detail and mechanical aptitude is required
- Basic computer knowledge and skills (Microsoft Windows and Office applications, etc.)
- High degree of ingenuity, initiative and judgment required
- Strong mechanical and electronic knowledge
- Ability to work independently and within a team environment
- Knowledge and use of various test equipment (DMM, RF Analyses, torque wrenches etc.)
- Ability to read diagrams, schematics, detailed drawing and assembly instructions
- Must be a team player
- Must be able to move 30 lbs
- 7 years experience in an assembly environment
- Good communication and leadership skills
- Strong commitment to quality
- Able to meet deadlines
- Able to withstand moderate amounts of stress

MANAGEMENT RESPONSIBILITY:

- Must oversee Electronic Assembly department operations with little or no supervision