

# Job Description

## **ASSEMBLER**

Melbourne-Mnemonics-Inc.

### **US CITIZENSHIP REQUIRED**

#### **SUMMARY**

Under supervision of Group Lead performs routine and repetitive assembling of printed circuit boards, cables, harnesses, electromechanical assemblies and subassemblies. Work from process sheets and assembly drawings utilizing various hand tools, cutting machines or machine assembly equipment Perform simple repairs and rework required. This individual has the responsibility and authority to perform the assigned tasks listed below.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assembles various electromechanical assemblies, subassemblies in various stages of production, hand tools such as screwdrivers, pliers, torque wrenches and soldering equipment, etc.
- Assembles various cables and harnesses including but not limited to the cutting of wire and assembly.
- Operates hand tools and machines in accordance with safety practices and procedures.
- Performs work from process sheets, assembly drawings and/or verbal instructions. Interprets and performs necessary engineering changes.
- Must be able to comply with IPC-610 Class II or better soldering standards.
- Maintains neat and clean work area.

#### **Responsibility**

- Materials or Products: Moderate damage or loss possible but attention to detail would prevent.
- Tools and Equipment: Use a variety of hand tools as well as semi-complex mechanical equipment.
- Safety of Others: Ordinary care required to prevent injuries to others. Work with power driven machines and tools.

#### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Accident hazards moderate. Exposed to moderate burns, and/or cuts.

#### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use light tools and materials in sitting or standing position. The employee is occasionally required to work with medium weight i.e., transportation of assemblies.

Responsible for participating in the quality management system initiatives and adhering to all requirements.  
Responsible for performing other related tasks deemed necessary by superiors.

### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires 3 months to 1 year related assembly experience and basic reading and writing ability.

Mental and Visual Effort: Requires excellent hand-to-eye coordination and close visual attention.

E-Verify      Job Type-Full Time      9/80 work week

Drug Free Workplace      Salary: \$15 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

### **About Mnemonics, Inc.**

For over 40 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website [www.Mnemonics-inc.com](http://www.Mnemonics-inc.com) fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire. Providing this information is voluntary and refusal to provide the information will not result in any adverse treatment. Thank you.