



TECHNICAL ASSEMBLER JOB PROFILE

The Company

Williams Sound has been providing hearing assistance technology to customers worldwide for over 30 years. "Helping People Hear" is not just our motto, it is the core of our business philosophy.

In what began as a simple AM listening system for the church, Williams Sound has since grown to offer a diverse line of consumer and commercial listening products. Whether your needs are specific to listening in church, in the classroom, at work, on the phone, or other public venue, we have a remarkable group of products designed to assist you.

At Williams Sound, we understand the impact and importance of hearing in people's everyday lives - that's why we set our sights to be a legendary supplier and to provide knowledgeable, dedicated service.

Our mission is helping people hear. We aim to develop market solutions that provide the best listening experience for all.

Company Culture

Williams Sound has a positive family culture. We are courteous and professional. We co-operate and support each other. We have a positive attitude and respect individuality.

Job Summary

The Technical Assembler position will report to the Production Manager and be responsible for documenting and systematizing all routine work, processing and making documentation available to all Production employees. Products or sub-assemblies will be assembled and tested in an accurate, timely, efficient manner. Look for ways to improve the assembly process, methods or fixtures, and make changes to enhance product reliability and to reduce manufacturing costs. Ensure the quality and integrity of all products by performing 1st Article and in-process inspections, while maintaining a records system. Assembler Level-II will be trained according to quality regulations and requirements set forth by Williams Sound and the Production Manager (i.e. IPC Standards).

Essential Functions

1. Assemble high quality RF, IR and Digital devices in accordance with approved manufacturing procedures.
2. Perform board level work with surface mount and thru-hole components.
3. Hand-solder small wires, axial leaded, and fine pitch surface mount parts onto circuit parts.

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4. Able to identify and properly install electronic components.
5. Perform basic testing and inspection of RF, IR and Digital devices.
6. Repair SMT and thru-hole PC assemblies.
7. Perform in-process quality checks on subassemblies, incoming receiving, and finished product.
8. Conduct tests and inspections of electronic products and processes to evaluate quality or performance.
9. Utilize small hand tools, calibrated instruments, measurement equipment, microscopes, and test fixtures.
10. Able to read, interpret and communicate detailed technical specifications, drawings, schematics, diagrams, work orders, and reports.
11. Maintain accurate records/documentation related to quality, work in process, test results, and special projects.
12. Possess the expertise to work at all assembly stations.
13. Work with the Engineers and Manufacturing Test Technicians to resolve Production line issues and suggest improvements.
14. Assist the Production Manager with training Assemblers according to quality regulations and requirements.

Physical Requirements

This position requires the ability to operate a soldering iron, needle nose pliers, and clippers. It also requires good visual, listening, hearing, written and verbal communication skills. This position is exposed to dust, fumes, and gases. This position requires occasional carrying and lifting of equipment up to 20-35 lbs. You must be able to sit and or stand at workbench/machines for extended periods of time; bend, stoop, reach, turn as required; use hands for extended periods of time to perform assembly (e.g. grasping, holding, picking, placing, twisting, fine manipulation); utilize magnification devices for extended periods of time to perform verification, assembly, soldering, and distinguishing colors. These physical requirements must be performed with or without accommodation.

Minimum Qualifications

- High School Diploma, GED or High School Equivalence Certificate
- 5+ years SMT Assembly experience
- Computer skills i.e. Microsoft Word, Microsoft Excel and Data Entry
- Solid understanding and use of mathematics
- Good visual, listening, hearing, written and verbal communication skills

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- Able to read and comprehend product structure and processes
- Quality Conscious
- Good general housekeeping skills
- Able to work with minimum supervision

Compensation

- Market competitive
- Benefits

Please email or fax resume to:

**Eric Adams, PHR
Vice President of Human Resources
Williams Sound, LLC
Eden Prairie, MN**

**Email: erica@williamssound.com
Fax: 952-224-7785**

For more information visit our website at: www.williamssound.com

NO EMPLOYMENT AGENCIES PLEASE

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