

Company Name: PVD Products

Position: Electrical Assembler



Overall Purpose of this Position: Produce high quality, aesthetically-pleasing assemblies and cables for systems and chassis. Install and troubleshoot cabling on systems.

Key Accountabilities / Results

A.	Electrical Assembly <ol style="list-style-type: none">1. Wire chassis on point-to-point assembly per provided documentation2. Create harnesses as needed per documentation3. Interact with electrical engineers to improve our products and documentation	Priority: 1	Time: 70%
B.	Cable Fabrication, Installation, and Troubleshooting <ol style="list-style-type: none">1. Review cable routing with systems engineers and mechanical assemblers.2. Determine proper cable length and fabricate control, power, and RF cables.3. Install the cables.4. Troubleshoot cable issues with test engineers.	Priority: 3	Time: 25%
C.	Inventory Management <ol style="list-style-type: none">1. Assist with kitting process to ensure that kits are complete prior to system build.2. Issue parts to WIP in the MRP system3. Review floor stock and report shortages.4. Participate in inventory cycle counts and physical inventory	Priority: 2	Time: 5%
<i>While the following are not measurable by a percentage of time, they represent the mindset, behavioral skills and attributes that are required to be effective at this position in PVD's work environment.</i>			
F.	<ul style="list-style-type: none">• Do what it takes to get the job done on time. Sometimes requires overtime.• Work well in small teams by using effective communication in a friendly style.		