



Production Assistant

Department: Operations

Reports to: Lead/Production Manager

Type: Part-time, Non-exempt

Principal Accountabilities:

- Become IPC-A-610 and J-STD-001 certified and retain those certifications.
- Meet production requirements: Ability to read, understand, and navigate in Fusion documentation, Pass the Component Identification quiz, Run in-line washers, Depanel per work instructions, and In-process inspect accurately.
- Conformal coating prep and unmask per work instructions and fusion documentation.
- Perform Potting as Team requires.
- Assist Assembly Pre-Wave Team in prepping, stuffing, and selective solder operations, as needed.
- Assist the Shipping clerk as needed
- Ensure that all products are tagged, bagged, packaged and labeled properly and in accordance with customer and/or shipper's specifications.
- Responsibility is to ship per work instructions and customer requirements.
- Perform all computer transactions accurately and quickly.
- Ability to navigate several software applications.
- De-kit jobs
- Load Europlacer trolleys per work instructions.

Minimum Qualifications:

- Production experience
- Must be a U.S. person as defined in ITAR, 22 CFR 120.15 (U.S. Citizenship or Legal Permanent Resident) and defined by 8 U.S.C. 1101(a) (20)

Preferred Qualifications:

- IPC-A-610 and J-STD-001 certified
- 2 years production environment experience

Minimum Competencies:

- Good verbal and written skills
- Ability to work within a team
- Basic computer skills

Preferred Competencies:

- Excellent interpersonal skills
- Be able to find the QMS documentation for your area and job
- Know where the IPC-A-610 and J-STD-001 are located

Silicon Forest Electronics also offers an exceptional benefit package including competitive wages, \$1,500 tuition reimbursement annually, health, dental, and vision insurance, paid vacation, sick pay, 401(k) retirement plan, Employee Stock Ownership Plan, life insurance, and holiday pay.

Drug Free Workplace, Equal Opportunity Employer