



EXPERIENCE. TRU INNOVATION.

JOB TITLE: Senior Assembly Technician/Foreperson

DEPARTMENT: Assembly – RF Microwave Products

SOURCE OF SUPERVISION: Production Line Supervisor

JOB SUMMARY:

With minimal supervision, this working foreperson prepares, assembles, inspects and tests RF Microwave cable, connector and associated interconnect products in accordance with product and process specifications. Sets up and operates the assembly equipment, tools, and fixtures necessary to assemble, inspect, and test the products. Sets up and monitors assembly processes and makes recommendations for improvement in support of process and product quality.

ESSENTIAL FUNCTIONS:

- Prepares work by studying product and process documentation, parts lists, tools and fixtures.
- Sets up and operates appropriate equipment, tools and fixtures to cut, prep and trim cable in accordance with specifications.
- Sets up and operates appropriate equipment, tools and fixtures to assemble connectors, labels, and associated parts to form a complete cable assembly in accordance with specifications.
- Sets up and operates appropriate equipment, tools and fixtures to assemble connectors, and associated components in accordance with specifications.
- Works with Assembly Supervisor, QA, and Process Engineering to ensure product quality, by identifying and resolving assembly issues.
- Performs appropriate in process inspections and tests such as workmanship, dimensional, and interface gauging in accordance with product and process specifications.
- Works with Assembly Supervisor, QA, and Process Engineering to identify and implement continuous improvement opportunities in product quality and productivity.
- Maintains safe, clean working environment in compliance with TRU policies and procedures.
- Records and documents all assembly related inspection and test results, materials / parts, tools and fixtures in accordance with defined product and process specifications and assembly procedures.
- Performs all labor, parts and related transactions on time and accurately in compliance with TRU policies and procedures.
- Maintains the integrity of labor reporting data by reviewing time and attendance records; making certain all time spent completing work is accounted for; resolving discrepancies
- Maintains a safe and healthy work environment by enforcing organization standards and adhering to legal regulations
- Accomplishes 100% of goals while maintaining the highest level of quality by communicating to direct reports job expectations; planning, monitoring, and appraising job results; counseling and disciplining employees; enforcing systems, policies and procedures
- Maintains staff by orienting, training and directing employees



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ADDITIONAL RESPONSIBILITIES:

- Performs mechanical and electrical inspections and tests such as dimensional, connector/cable retention, torque, VSWR, phase, loss, and impedance.
- Supports QA functions in performing root cause analysis.
- Works with Assembly Supervisor and Process Engineering to identify assembly tools, fixtures, and programs that need of repair, maintenance and/or calibration.
- Assists in routine operator training and orientation programs.

EDUCATION, EXPERIENCE, SKILLS & ABILITIES:

- Minimum 1 year direct RF Microwave coaxial cable and connector experience and minimum HS or equivalent.
- Basic math skills.
- Ability to work with hand tools and semi automated tools / fixtures.
- Computer skills to operate specific programs and access appropriate documentation.
- Strong documentation / record keeping skills.
- Ability to work from product drawings, written and verbal instructions.
- Strong written and verbal communication skills inter and intra work group.
- Ability to work with electrical and mechanical test and inspection equipment.
- Ability to obtain security clearance.

For more detailed information about TRU Corporation as well as the responsibilities and requirements for this position, please visit our website at www.trucorporation.com. Interested candidates should send their resume to:

Human Resources, TRU Corporation, 245 Lynnfield Street, Peabody, MA 01960
email: careers@trucorporation.com, fax: 800-905-5659. No calls please. EOE.

TRU Corporation is an Equal Opportunity Employer