



JOB DESCRIPTION

JOB TITLE: **Electronics Assembler**

REPORTS TO: **Production Team Leader**

LOCATION: **Ngauranga, Wellington, New Zealand**

REMUNERATION: **Commensurate with experience in equivalent roles**

COMPANY OVERVIEW:

4RF is a New Zealand company designing, manufacturing and supplying high quality wireless radio products deployed in over 130 countries. 4RF's products are used by utilities, oil and gas companies, public safety organisations, transport operators, broadcasters, enterprises as well as fixed and wireless telecoms operators. We have blue chip customers in all of these vertical markets, examples of which include the United Nations, EDF, Chevron and America Móvil.

With 80 staff 4RF is a dynamic company with a flat structure devoid of the politics of larger organisations. As one of the country's leading technology exporters 4RF enjoys significant support from New Zealand Government organisations. We win business based on our superior products, customer service and organisational agility. 4RF is backed by leading growth investor Fortissimo Capital (www.ffcapital.com).

JOB SUMMARY:

This position shall work within the 4RF Production environment.

The person will be required to perform assembly of electronic and mechanical hardware. Assembly tasks will mostly relate to building of a modular product while performing traceability actions such as registering and allocating module serial numbers to an order.

This role will also be required to perform additional manufacturing tasks such as running semi-automated test stations. Skills in electronic component soldering would be advantageous.

Future growth for this position will involve debug of printed circuit assemblies and some knowledge of electronics circuits will be beneficial in this area.

ORGANISATION STRUCTURE:

Reports to: Production Team Leader

Direct Reports: Nil

Key Relationships: Production assemblers, quality engineer, production engineer, test engineering, and warehouse coordinator

KEY RESPONSIBILITIES:

Key Responsibilities	Key accountabilities/expectations
Assembly	<ul style="list-style-type: none">• Assembly of mechanical components and integration of electronic hardware• System allocation of modules to provide traceability• Issuing pick lists and assisting in picking materials from warehouse for daily builds
DCOs	<ul style="list-style-type: none">• Implementation of DCOs to production product• Review of DCO instructions and working with the Production Engineer to ensure that DCO documentation is correct and up to date
Testing	<ul style="list-style-type: none">• Running semi automated test fixtures
Warehouse Support	<ul style="list-style-type: none">• Provide support in the warehouse during peak times
Improvements and Quality	<ul style="list-style-type: none">• Ensuring that quality targets are achieved• Continuous improvement in quality, capacity and costs• Maintain a clean and tidy work environment
Hours	<ul style="list-style-type: none">• 7:00am to 3:30pm Monday to Friday with 30 minutes for lunch• An additional 20 minutes of breaks throughout the day

QUALIFICATIONS/EXPERIENCE:

Essential:

- Knowledge and understanding of electronic manufacturing processes and techniques
- Ability to read and understand documentation associated with the assembly process. This includes assembly instructions and design change orders (DCOs)
- Attention to detail

Desirable:

- Soldering skills. This includes any special requirements for lead-free printed circuit assemblies and the ability to handle wide variety of components types
- Good analytical skills

Personal attributes:

- Ability to work with different people across a team effectively
- Excellent communication and interpersonal skills
- "Hands on" attitude