
POSITION TITLE:	Electronics Technician
REPORTING TO:	Production Manager
LOCATION:	Ngauranga, Wellington

BASIS FOR THIS ROLE:	<p>This position is required to test and fault find product in the manufacture of 4RF products. The test processes include radio test and configuration, module level test and calibration and duplexer tuning. Fault finding will be to module level initially and then to component level.</p> <p>Technicians involved in component level repair will be required to have or the ability to achieve soldering skills to IPC7711/IPC7721.</p> <p>The goal for all manufacturing staff is to develop skills in every aspect of the manufacture of 4RF product.</p> <p>This position will be required to operate any process as directed by the production team leader to achieve daily targets.</p>
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DUTIES:	<p>Duties include, but are not limited to:</p> <ul style="list-style-type: none">• Achieve company output targets as set by the Production Manager• Diagnosis and repair of final assembly faults to module level• Diagnosis and repair of sub-assembly faults to component level.• Completion of documentation as required by 4RF. This includes fault reporting, checklists and test records.• Compliance with standard operating procedures• Liaison and teamwork with other team members in order to achieve goals.• Testing of 4RF final assemblies• Configuration of 4RF final assemblies to customer requirements• Testing of 4RF sub-assemblies• Tuning of duplexers to customer requirements.• Participation in quality forums when required to assist in problem solving quality and efficiency issues.• Undertaking additional training appropriate to current technology and industry methods.
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KEY REQUIREMENTS:

The following skills are required to perform this role:

- NZCE and/or equivalent telecommunications experience, minimum 2 years
- Experience with Microsoft Office suite – most notably Word and Excel.
- Communication skills
- Good analytical skills.
- Proven problem solving capabilities
- Attention to detail.
- Ability to read and understand documentation associated with test and assembly processes. This includes test instructions, schematic diagrams, assembly instructions and design change orders (DCOs).
- A basic knowledge and understanding of the operation of 4RF final assemblies. This would be sufficient to perform fault identification on final assemblies to module level in approximately 50% of cases.

PERSONAL ATTRIBUTES:

The following personal attributes are desirable for this position:

- **Team Player** – Must have the ability to work efficiently and effectively within a team environment.
- **Quality Focus** – Has high standards for satisfying customer requirements.
- **Improvement Focus** – Ability to constantly improve personally. Ability to offer ideas and accept the ideas of others.
- **Integrity** - Maintains the highest standard of personal conduct in performing all duties.
- **People Skills** – Able to build productive working relationships with internal personnel based on respect and good rapport. Listens well.
- **Organised** – Well prepared and organised. Carries out all responsibilities and action items in a purposeful way.
- **Dependable** - Can be relied upon to get the job done. No surprises.
- **Proactive** - Proactive rather than reactive. Able to avoid mistakes that could/should be anticipated.
- **Judgement** - Able to evaluate information quickly, identify key issues and formulate conclusions based on sound, practical judgement, experience, and common sense.
- **Results Oriented** – High motivation level with strong drive to achieve results and contribute to company's profitability.
- **Positive** – Positive mental attitude

HOURS: 7:00am to 3:30pm Monday to Friday with 30 minutes for lunch
An additional 20 minutes of breaks throughout the day.

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