

BOGEN[®] **COMMUNICATIONS, INC.**

E M P L O Y M E N T O P P O R T U N I T I E S

ELECTRONIC ASSEMBLY OPERATOR

Bogen Communications, Inc., develops, manufactures, and markets telecommunications peripherals and sound processing equipment. Bogen sells products to commercial, industrial, professional, and institutional customers worldwide, and was founded over 80 years ago. Please visit our website at: www.bogen.com

Overview of Position:

Responsible to the Assembly & Factory Service Manager for assembly of electronic telecommunications racks and selected amplifiers. May also disassemble, modify, rework and test assemblies using hand tools, power tools, and diagnostic equipment.

Essential Job Functions (not a complete list):

- Support and promote a 'safety first' culture at all times; immediately correct hazards and/or report them to the Assembly & Factory Service Manager
- Operate assembly tools and test equipment in a safe/efficient manner while avoiding damage or unnecessary wear and tear
- Inspect and test wiring installations, assemblies, and circuits for proper operations
- Read and interpret blueprints, configuration sheets, schematics, wiring diagrams, and work orders or follow verbal instructions to effectively and efficiently assemble products
- Assemble electronic systems and support structures using rivets, bolts, hand tools, and soldering equipment

Desired Knowledge, Skills, Experience and Education Requirements:

- At least 2 years prior experience in electronic assembly preferred
- 2-year technical degree in the field of electronics is a plus
- Demonstrated experience in safe handling techniques and effective use of electronic testing and diagnostic equipment (meters, scopes, etc.), hand tools, and soldering iron
- Basic knowledge of or practical experience in applying continuous improvement methodology

Personality: Self-driven and results-oriented. Responsible, reliable, and accountable. Committed to consistent attendance and punctuality. Willing and able to work as a productive member of a team..

Work Environment: Work is typically performed in a warehouse environment. Work area can be dusty.

Physical Demands: Work is typically performed standing or walking. Flexibility, dexterity, and mobility are necessary.

NOTE:

This description excludes non-essential and marginal functions of the position that are secondary to the performance of the fundamental job duties. Furthermore, the specific examples in each section are not intended to be all-inclusive. Rather, they represent the typical elements and criteria considered necessary to perform the job successfully. Other job-related duties may be assigned by the team member's supervisor. Furthermore, this description is subject to change, at the sole discretion of the Company, and in no way creates an employment contract, implied or otherwise; each team member remains, at all times, an "at will" team member.

Location.....4570 Shelby Air Drive, Suite 11 • Memphis, TN 38118

Hours..... Normal working hours are 8:00am to 4:30pm Mon-Fri.
Earlier hours, weeknights and/or some weekends may be required by management.

Compensation.....Competitive starting salary and generous benefits.

Only candidates of interest will be contacted.

Thank you for your interest. Please email your resume with salary requirements to:
estoffer@bogen.com