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**IDENTIFICATION:****04.21.2025**

Job Title: Mechanical Assembler I

Department: Production

Position: Regular Full-Time

Status: Non-Exempt

**SUMMARY:**

Duties include mechanical assembly of parts for various subassemblies for opto-mechanical instruments, and incoming inspection of machined parts. Must have knowledge of basic hand tools. Any machine shop experience is a plus.

Must have positive attitude & strong work ethic. Successful candidate will be responsible, hard-working, trust-worthy and dependable person who is able to maintain a neat and orderly work area. Must be able to work both alone and with a team.

**WORK PERFORMED:****Production:**

- Mechanical fabrication of various sub and final assemblies
- Read and interpret detailed machining drawings
- Fabricate cables, light wiring.
- Perform system interconnections from a schematic or wiring diagram.
- Other duties as assigned.

**REQUIREMENTS:**Experience:

- Previous experience in a similar setting preferred

Education:

- High School degree preferred.

Skills:

- Basic to intermediate computer skills
- Knowledge of MS Office preferred
- Good communication and interpersonal skills
- Attention to detail, self-starter, organized

**WORKING CONDITIONS:**

Shared office space. Regular interaction with other employees, engineers, and departments. Required to work business hours and non-business hours during heavy demand periods.

**PHYSICAL DEMANDS:**

- 50% of the time is spent standing and moving around the production area
- Must be able to lift 40 to 50 pounds

**HOURS:**

- Monday thru Friday 7:00 a.m. to 3:30 p.m.
- Additional hours during heavy demand periods.