



Production Assembler

Company Overview

Intellitec Products, LLC is the leader in the development, manufacturing, and sales of electronic and electro-mechanical controls for the RV, emergency service, marine, bus and truck markets. Based in Deland, FL, Intellitec is poised for explosive growth based on our new product developments and over 40 years of experience in these industries. To support our growth, we are seeking to fill several Assembler positions. Soldering experience is a plus; however, **we are willing to train the right motivated person.** The Assembler reports to the Production Manager. This is a full-time position.

Intellitec offers a competitive rate and benefits package. Eligibility is on the first of the month following 60 days of employment. We offer a generous contribution on medical benefits for the employee and a host of voluntary benefits that include dental, vision, life, short-term and long-term disability, etc. We offer 10 days of PTO time that begins accruing after 60 days of employment. There are 10 paid holidays. Our normal business hours are 7:00 am – 3:30 pm, Monday through Friday. Company's website: www.intellitec.com.

Due to Covid-19 concerns we are only accepting resumes via email. Please do not come to our office to apply. Recruiters are asked not to contact us at this time.

Assembler Job Responsibilities

This position is responsible for assembling electronic components and PCB boards per work instructions to meet customer and quality standards (i.e., ISO, etc.)

Assembler Job Duties

- Prepares work to be accomplished by following blueprint instructions, and bill of materials parts lists, retrieving kits, subassemblies, and tools.
- Solder touch up circuit boards for voids, solder shorts, pin holes, cold solder, and insufficient solder, including desoldering and removal. **Training is available.**
- Position electronic components (through hole/SMT types) and solder devices using soldering iron and wire core solder. **Training is available.**
- Final assemble modules for completion using fastening hardware, wire harnesses and product enclosures.
- Wire harness assemblies.
- Follow procedures associated with electrostatic discharge.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by notifying supervisor to obtain additional resources.
- Keeps equipment operational by following manufacturer's instructions, calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.

Assembler Skills and Qualifications

- High School or equivalent diploma is preferred; previous electronics experience is desirable.
- Basic computer skills a plus.
- Familiarity with assembly tools and equipment.
- Comfortable working with small parts – Strong hand and eye coordination.
- Ability to read and interpret drawings and blueprints.
- Must be able to pass a background check and drug screen.