

# Anta Electric

## Job Description



Last Updated: 06/26/2019

**Job title: Assembler III**

**Work Location: 32 Richboynton Road, Dover, New Jersey 07801**

**Division/Department: Production**

**Reports to:** Production Supervisor

Full-time

Part-time

Exempt

Nonexempt

### Essential Duties and Responsibilities:

Performs intermediate production activities associated with the production of Wiring Harnesses, Electromechanical Panel Builds, and Printed Circuit Board Assemblies.

- Reads instructions, such as work orders, diagrams, and wire lists to determine materials needed and sequence of assembly.
- Complete point to point to point wiring, and install a wide variety of electronic and electro mechanical components (of a non-repetitive nature).
- May have to determine the method and sequence of assembly operations
- Utilize small hand tools such as wire strippers, crimpers, wrenches, screwdrivers, pliers and soldering irons.
- Perform necessary hand operations such as deburring, drilling, grinding & sawing.
- May insert cable in plastic tubing or inject plastic sealant around terminals to protect cable from dust and moisture.
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- May test wiring continuity, using continuity tester.
- May mark identifying data on completed harness
- Performs all duties of Level II
- Perform other basic tasks as assigned by the Production Supervisor

### Education and/or Work Experience Requirements:

- At least 9 months similar experience in a manufacturing environment
- Previous knowledge of IPC/WHMA-A-620 Standard preferred

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**Other Requirements:**

- Must be able to read, write, and understand English
- Works independently.
- Reads, interprets and works from drawings, blueprints, electrical schematics, wiring diagrams and written and verbal instructions
- Ability to maintain regular, punctual attendance.
- Must be able to lift and carry up to 50 lbs.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager signature:**

**Date:**



32 Richboynton Rd  
 Dover, NJ 07801  
 Tel 973 366-2222  
 Fax 973 366-0075

**Job Title:** Assembler III

**Department:** Production

**Required Job Specific Training after Hire:** The topics listed below are required to be trained within the time frames indicated.

**“On the Job” (OTJ) training will take place when the assembler is assigned those tasks. An “On the Job” training form (# 300297) must be completed and signed by the Supervisor. This training should also be added to the New Hire Training Form (# 300131) and signed in accordance with PRM 009 (Competence, Awareness and Training)**

Date required:	Training Topics:
Day 1	The Company & Organization
Day 1	Product Overview
Day 1	Quality Management System
Day 1	OSHA: Fire, Health, Safety
Day 1	Employee Handbook <b>(Read and SIGN)</b>
OTJ	Use of hand tools in assembly. (i.e. wrenches, soldering irons, grinders, drills, etc)
OTJ	Use of multimeters, (Continuity testing)
OTJ	Application of ID marks (Torque marking, etc)
OTJ	Train on corporate and departmental Quality Objectives related to this position
OTJ	Customer Specific Processes as Required
	<b>NOTE: Assembler II must be capable of performing all of the duties assigned to an Assembler II. Training record should indicate these have been trained and signed off</b>