



## Assembly Technician

### Job Scope

An assembly technician, also known as an assembler, assembles products or components and ensures quality control.

### Responsibilities

- Effectively assembles all types of illuminated signage including LED Digits and Message Centers.  
Completes all paperwork as required by management such as work orders, material lists, etc.
- Consistently builds a solid container for shipment and transport to assure consistent sound condition of the sign at the final destination.  
Demonstrates competent techniques for sanding, painting and assembly of all types of signs.  
Completes all work activities demonstrating attention to high quality, precise and detailed work.  
Demonstrates high quality and fine assembly techniques by effective installation of the face of the sign onto the frame of the sign.
- Performs all other duties as they are assigned.  
Demonstrates professionalism in the work place.  
Demonstrates full range of motion including fine hand /eye dexterity in building wiring assembly, installing lights, led bulbs and ballast.
- Performs any assembly-type functions, using hand or power tools.  
Installs lights and wiring.  
Operates any equipment needed to perform job.  
Demonstrates and efficiently performs the physical requirements of this position.  
Effectively communicates with all co-workers. Contributes to team effort by accomplishing related results as needed.  
Attends all necessary meetings and training as required by management.

### Requirements

- 1-2 years of experience in all phases of assembly of both interior and exterior illuminated and non-illuminated, assembling channel letters is required.  
Must be detail-oriented and have strong work ethic and excellent communication skills.  
A high school diploma or equivalent.  
Must demonstrate strong problem solving skills.  
Ability to be self-directing with limited supervision.  
Strong team player with the ability to build and foster working relationships.  
Ability to apply basic mathematical concepts.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Ability to define problems, collect data, establish facts, and draw valid conclusions.  
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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