



Job Description

Date: May 14, 2023

Job Title: Entry Level Electronic Tech

Department: Warranty/ER

Director: Lance Noble

Duties:

- Assembling and disassembling of electronic product
- Bench, AP and sound testing with training
- Basic record keeping on paper and Excel spreadsheet
- Data Entry with Oracle
- Minor repairs and building cables
- Assist with special projects

Requirements:

- High school diploma or GED
- Some electronic experience preferred. (Soldering skills, reading schematics a plus)
- Proficient on a computer
- Microsoft Office experience (especially Excel) preferred.
- Accurate, detail oriented, dependable, trustworthy, proactive, and organized
- Able to prioritize and manage time well

Essential Job Functions:

- Must be able to operate a computer
- Must be able to read, write, and communicate verbally
- Must be able to work 40 hours per week, approximately 7am-4pm Monday – Friday

Wage/Salary

- To be discussed during interview