
Job Title: SMT Operator
Location: Hackettstown, NJ

BASIC FUNCTION AND SCOP OF JOB:

The SMT Operator performs physical and or administrative tasks involved in receiving/issuing surface mount material and kitting work orders to support high mix assembly production lines.

WORK PERFORMED:

Accurately pick components for SMT kits
Accurately returns material to assigned locations
Service all internal costumers requiring parts from stock
Perform daily cycle counts as required, including investigating and rectifying discrepancies
Record issued and receipt transactions in the appropriate logbook and customized database
Perform other duties as required

EDUCATION AND TRAINING REQUIRED:

High School Diploma/GED required

YEARS OF EXPERIENCE REQUIRED:

2 years of experience in an inventory control environment and Surface Mount components.

MINIMUM QUALIFICATIONS:

- Good communication skills; both verbally and in writing
- Ability to work from parts lists
- Counting accuracy
- Good organization skills
- Knowledge or prior experience in stockroom function would be helpful
- Must be able to read and understand Bill of Materials
- Experience with MS Office and AS400
- Ability to lift up to 25 lbs.