



CURRENT JOB OPPORTUNITIES

Teledyne Relays (a business unit of Teledyne Reynolds, Inc.), is a manufacturer of Electromechanical Relays, Solid State Relays, Power Controllers, RF COAX Switches and RF Matrix switching systems. The primary manufacturing facilities are located in the United States and Mexico. We are a vertically orientated manufacturing and design company with major operations in Southern California.

Job Title: Quality Engineer 1

Salary Grade: Exempt

Dept.: Quality Assurance

Req. # 2017-4176

We are looking to add a Quality Engineer to the QA Department to provide support to the QMS program throughout the facility.

Responsibilities:

- Program quality support.
- Product failure investigation and resolution.
- Providing inspection support including identifying correct tool and training.
- Material review and disposition.
- Internal audit support.
- Supplier quality support.
- Quality documentation development.
- Issue and address Corrective Action Requests, perform/follow-up.
- Lead Quality Improvement Team (QIT) to reduce rejects/reworking pre-cap

Requirements:

- Bachelor of Science in Mechanical Engineering or equivalent
- Must have 2-4 years of previous quality engineering experience, required.
- Should be familiar with quality engineering systems such as AS9100, ISO 9001.
- Must be able to read and interpret Engineering, Quality Assurance, Production, and Manufacturing drawings, specifications, standards, and procedures.
- Must possess effective problem solving skills with excellent communication both verbal and written to be able provide reports, feedback and participate in QA discussion.
- Must have PC skills - extensive familiarity and practical use of computer applications including MS Office, Excel and PowerPoint.
- Must be able to work on multiple projects at the same time (multi task).
- Must be able to work with minimal supervision (self-starter).
- Must have effective oral and written communication skills.
- Must be highly organized, motivated individual that can work under minimal supervision and is a strong team player
- PHYSICAL DEMANDS: Will occasionally stand, walk, reach with hand/arms, and be required to lift up to 10 lbs. Will frequently sit, use hands or fingers to handle or feel, able to hear instructions and talk to provide feedback
- VISION Requirements: Must be able to frequently adjust focus and have clear peripheral vision. Occasionally will require the ability to distinguish depth perception, and be able to identify and distinguish colors, plus distinguish distance (up to 20 ft.)



- WORK ENVIRONMENT: Will continuously work near moving mechanical parts, and/or require contact with moving mechanical equipment. Will occasionally feel vibration and may experience quiet to moderate noise levels
- Candidate must be a US Person

Job Title: Maintenance Mechanic
Salary Grade: Non-Exempt

Dept.: Automatics
Req. # 2016-2887

We are currently seeking the assistance of a dependable Maintenance Mechanic to the Machine Maintenance/ Automatics team.

Responsibilities:

- Set up, repair and maintain high precision assembly machines and related equipment
- Cross train (learn functions and trouble-shooting methods) on each machine to continue to build knowledge and skills
- Work with manufacturing or process engineering, perform skilled trade work/repairs or periodic inspection of equipment, exhibit objectivity and openness to others' views
- Uphold assigned job duties, prioritize workload, develop realistic action plans while keeping quality in mind and meet productivity standards
- Promote a harassment-free work environment and work towards achieving organization's goals and objectives
- Any additional duty as assigned

Requirements:

- High School Diploma or equivalent (GED) required, maintenance mechanic certification preferred
- Minimum 1 year related previous experience in the maintenance mechanic field for equipment/machinery.
- Learn company policies & procedures while observing safety procedures to complete routine tasks - requiring limited judgment - little to no sole decision-making
- Normally receives detailed instructions on all work - working under close Supervision.
- Good communication skills necessary: to gather and provide feedback to Supervisor in a timely manner regarding any assistance needed or service requested, ask questions as needed and respond tactfully to others
- Ability to read, understand and utilize drawings/schematics provided, and ability to work with hand tools
- Will occasionally be required to talk/walk/sit/stoop, bend, kneel, crouch or crawl/push or pull/have good distance & peripheral vision, be able to distinguish colors and determine depth.
- Will occasionally be required to lift/carry up to 50lbs. May be occasionally exposed to vapors/fumes, airborne particles or chemicals.
- There is a moderate level of noise, including vibrations.
- Will frequently need to stand, climb or balance, in addition to frequently having to listen/hear and adjust focus of vision
- Will continuously work near moving mechanical parts or have contact with moving mechanical equipment
- Candidate must be a U.S. Person

**Job Title: Assembler 1****Salary Grade: Non-Exempt****Dept.: Motor Build Peen****Req. # 2017-4136**

We are currently looking to add a regular full-time entry level Assembler (Motor Build-Peen) to our Motor Stack Peen department to work with motor, build, shim weld and adjust components

Responsibilities:

- Motor department operators are responsible for duties that include motor build, shim weld, and adjust.
- Visual acuity, manual dexterity and successful completion of assembly are required.
- Hand tools, fixtures, microscope, peen machine and latex gloves will be used to perform essential functions.
- Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations.
- Normally receives no instruction on routine work, general instructions on new assignments. Previous production experience in small part assembly.
- Reading, writing and oral communications skills are required.
- Basic computer skills for data entry for inventory control, assignment tracking, and labor charging, performed daily.
- Must be willing to cross train in to other areas of manufacturing

Requirements:

- Completion of High School diploma or equivalent, preferred.
- A minimum of 6 months - 1 year of related experience testing relays
- Basic computer skills for data entry for inventory control, assignment tracking and labor charging must be performed daily
- Must have good oral and written communication skills.
- Good eye-hand coordination working under a microscope, and good dexterity to assemble small parts, use small tools (shims, tweezers)
- Ability to read and understand assembly drawings, procedures, and specifications.
- Must be able to work in a team environment as well as independently.
- PHYSICAL DEMANDS: Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 15 lbs.; frequently will need to sit, reach with hands or arms to handle parts/equipment
- VISION REQUIREMENTS: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- WORK ENVIRONMENT: clean room environment - no make-up allowed and closed toe shoes are required. Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is moderate (light traffic).
- Candidate must be a US person

Job Title: Assembler 1**Salary Grade: Non-Exempt****Dept.: Coil Lead****Req. # 2017-4131 (2 Openings)**

We are looking for the assistance of entry level Assemblers for our Coil Lead Department.

Responsibilities:

- Assemble and adjust RF header assemblies

Current Job Opportunities at Teledyne Relays, 12525 Daphne Ave. Hawthorne, CA – 5.12.17



- Laser weld contacts to headers
- Work with small parts and microscope
- Utilize small tools (fixtures, tweezers, cutters and pliers).
- Acquire job skills
- Learn and adhere company policies and procedures, rules/regulations and safety procedures
- Must wear latex gloves/ finger cots
- Test equipment (power supply welder)
- Will do some documentation (sign off on operation sheet), have basic computer skills for data entry.
- Complete routine tasks, requiring limited judgment, under close Supervision, with little or no role in decision-making but will receive detailed instructions on all work

Requirements:

- Must have a High School diploma or GED equivalent
- 6 months to 1 year of previous/related experience and/or training
- Previous production component assembly is preferred
- Ability to effectively present information in a one-on-one or small group situation
- Have the ability to learn/train on all phases of process and procedures, complete paperwork
- Must have eye/hand coordination and manual dexterity
- Be able to read and comprehend specifications/drawings/instructions provided, and apply common sense understanding to carry out one or two step instructions
- Must have basic computer knowledge (mouse, keyboard use)
- Must be able to use small hand tools, microscope, tweezers, fixtures, pliers
- Use test equipment (power supply welder)
- This position requires meticulous attention to accuracy and pride workmanship is an absolute.
- Must be able to read and understand detailed instructions.
- This is an entry level position; willing to train self-motivated individuals.
- PHYSICAL DEMAND: Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl or crouch/push or pull/talk; carry or lift up to 10 lbs. Frequently will sit, reach with hands or arms, hear for instructions or feedback; Will continuously will be required to use hands to handle or feel
- VISION REQUIREMENTS: Will occasionally need to determine color and depth perception, and use peripheral vision, be required to adjust focus and engage close vision
- WORK ENVIRONMENT: Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is quiet to low.
- Candidate must be a U.S. person

Job Title: Planner/ Buyer 4

Dept.: Production Control

Salary Grade: Exempt
Req. # 2017-4120

We are currently looking to add regular full-time position Master Production Planner to the Production Control department.

Responsibilities:

- The Production Planner is responsible for developing the master production plan to satisfy customer demand while carrying minimum effective inventory.
- Participate in weekly Production meetings to review results and discuss current/future production.
- Monitor and evaluate production statistics, such as downtime, productivity, scrap, etc. and advise on performance to standards. Evaluate established lead time standards in relation to actual performance and recommend action as needed.
- Schedule off shore suppliers. Monitor and evaluate performance of off shore suppliers.
- The qualified individual will be responsible for providing the plant with a monthly production plan consistent with the plant capacity and sales forecast. Will also make adjustments to the plan in response to customer demand.
- The Production Planner is responsible for determining the desired inventory levels for materials, subassemblies and work in process, including safety stock levels.
- Strong collaboration with the Department Directors, Managers, Engineering, Sales, Customer Service and Program Managers will be critical to meeting business goals
- Create a rolling Master Production Plan for designated products and sub-assemblies. Utilize the production capacity, taking into consideration the sales backlog, sales forecast, historical sales, and new business opportunities. Analyze and identify risks associated with the options built into the Master Production Plan, including manufacturing lead times.
- Insure coordination with manufacturing to execute Production Plan on a daily/weekly/monthly basis.
- Monitor actual output versus the Master Production Plan. Identify gaps and drive solutions, including metrics on production performance to the requested production schedule.
- Review sales forecast with business manager and suggest modifications consistent with knowledge of current or historical demand.
- Timely reporting of key metrics.
- Other non-essential duties may apply

Requirements:

- Knowledge of ERP systems is required. Knowledge of MAPICS is desired.
- Microsoft Office Products; expert level on MS Excel is highly desired.
- Details oriented, ability to multi-task, and prioritize tasks with strict deadlines.
- Strong communication, organizational and presentation skills.
- Ability to manage complexity and resolve conflicts that arise from balancing multiple priorities.
- Use logic and reasoning to identify solutions.
- Take initiative and seek additional training or direction as needed.
- Ability to think outside the box.
- Ability to handle stressful situations with maturity, respect and confidence.
- May be asked to perform other duties at a lower or higher level of responsibility.
- Production planning experience in a manufacturing environment is required. Typically this position requires a minimum of 8 years related experience.
- APICS Certification is highly desired / preferred.



- EDUCATION: 4 year college degree from accredited institution in business related field is a plus.

Physical Demands:

- Sitting down position/able to walk to production floor as needed
- May be required to use smog in clean room environment
- occasionally will stand/walk/reach with hands and arms, lift up to 10lbs; frequently will sit, use hands to finger to handle or feel, will need to talk to inform or instruct and listen to feedback
- VISION Requirements: must be able to use close vision (up to 20 inches), be able to identify and distinguish colors, have peripheral vision (to observe an area up and down or left to right, while focus fixed on a given point), be able to determine 3D depth (ability to judge distances and spatial relationships), and the ability to adjust focus as needed.
- WORK ENVIRONMENT: will occasionally be working near moving mechanical parts, noise level is quiet.
- Candidate must be a US person

Job Title: Technician 3

Dept.: Calibration/Metrology

Salary Grade: Non-Exempt

Req. # 2017-4090

We are looking to add a Technician to perform electrical/ electronic calibration on (electrical/ mechanical) measuring and test equipment throughout the facility, maintain calibration records current (track and recall equipment), and keep procedures up-to-date

Responsibilities:

- Must understand principals, methods or procedures used with the assignment with the ability to apply them to and allow for schedules/ goals/reports to be completed timely
- Must have basic computer skills, and be able to expand those skills for purposes of software verification (Fluke Met/track).
- Be vigilant that work area is organized with essential tools calibrated/ ready for use.
- Make supplies/ inventory available for all equipment – learn the functions of each machine thoroughly.
- Learn to identify areas to eliminate scrap/ waste and new areas of opportunity for process improvement for metrology for cost savings.
- Work harmoniously with Engineering and Production personnel for when problems arise to troubleshoot, move forward and continue manufacturing process.
- Acquire job skills and learn company policies, rules/ regulations and safety procedures.
- Ensure that all department records, charts and logs are sequenced and correctly completed/ monitored/ compliant to procedures.

Requirements:

- Requires an AA degree in electronics or 2 year technical school completion, plus 5+ years equivalent work experience or military technical training.
- Must possess strong problem solving skills, digital and analog skills, and the ability to troubleshoot in a logical manner down to component level, and apply common sense understanding to carry out detailed but uninvolved written/oral instructions.
- Must have experience utilizing measuring instruments, oscilloscopes, function generators, digital multi-meters and hand tools, such as, hand crimper's, screwdrivers, wrenches and pliers.



- Must have experience in working from schematics, mechanical assembly drawings and BOM's.
- Must be able to professionally communicate (both orally and written) to both QA Director and co-workers to inform of issues that come up, discuss resolutions, document or write short correspondence/memos.
- Must have basic computer skills but proficient in MS Excel and Word.
- PHYSICAL DEMANDS: This position will involve repetitive work utilizing a computer, keyboard, and mouse. It will require occasional standing/walking/bending, reaching with hands and arms, pushing/pulling, turning/twisting and lifting up to 30 lbs. with assistance as needed. You will frequently be required to sit, talk or hear for instructions or feedback, use hands to finger to handle or feel.
- VISION REQUIREMENTS: You will be required to have clear close vision (up to 20 inches) and distant vision (at 20 ft. +), be able to distinguish and identify colors, have 3D depth perception (ability to judge distances and spatial relationships) and ability to focus as needed (the eye to bring an object into sharp focus).
- WORK ENVIRONMENT: You will occasionally feel vibrations and will frequently be working near moving mechanical parts. Noise level is moderate (i.e. light traffic).
- Candidate must be a US Person.

Job Title: Tester 1

Salary Grade: Non-Exempt

Dept.: Relay Adjust

Req. # 2017-4024 (2 openings)

Req. # 2017-4023(4 openings)

Req. # 2017-4022(3 openings)

We are currently looking to add regular full-time entry level Testers to our Relay Adjust department. The Tester operator will work on final assembly adjustments.

Responsibilities:

- Candidate will need to be able to load and unload relays from test sockets and tray.
- Will perform visual, mechanical and workmanship inspection of relay under microscope magnification with a tensor lamp.
- Will dress the coil lead with and adjusting tool, in addition to gently raising/lowering the actuator beads, checking to adjust limits and visually check for the position of the actuator bead based on the moving contact, then check gram force off stop inspection using the return spring gage.
- Will acquire job skills and learn company policies and procedures to complete routine tasks.
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments.
- Operator must be willing to be cross trained in other areas of the manufacturing area.

Requirements:

- Completion of High School diploma or equivalent GED, preferred.

Current Job Opportunities at Teledyne Relays, 12525 Daphne Ave. Hawthorne, CA – 5.12.17



- A minimum of 6 months - 1 year of related experience testing relays
- Must have good oral and written communication skills.
- Good eye-hand coordination, and good dexterity to assemble small parts, use small tools (jigs and tweezers)
- Ability to read and understand assembly drawings, procedures, and specifications.
- Must be able to work in a team environment.
- Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 25 lbs.
- Vision requirements: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- Work environment is a clean room environment - no make-up allowed and closed toe shoes are required. Noise level is moderate (light traffic)
- Candidate must be a US

Job Title: Product Quality Inspector 1

Dept.: Open/PreCap

Salary Grade: Non-Exempt

Req. # 2017-4018

We are looking to add an entry level Product Quality Inspector to our Open/PreCap department.
Responsibilities:

- Perform visual and electrical inspection on open standard and Hi-Rel Relays.
- Responsibilities include but are not limited to performing electrical measurements and internal visual inspection on open relays.
- Ensure documentation is complete and accurate.
- Complete inspection reports, history logs and associated paperwork.
- Will be responsible to ensure quality of process and measurements are acceptable in accordance with specifications.

Requirements:

- High School diploma or equivalent GED
- Must have minimum 1 year related experience and/or training
- The qualified candidate must demonstrate the ability to read and understand the acceptance tests procedures and instruction, while following the safety guidelines.
- Demonstrate knowledge and/or have previous experience with the Grey Test Set, TE2000 Machine, relays jigs, microscope, tweezers and shims.
- Experience working with Quality Control Inspection, and understanding of basic inspection techniques, reading, writing, and basic arithmetic skills.
- Must have basic computer skills
- PHYSICAL DEMANDS: Candidate will frequently be required to stand/walk, reach with hands and arms, talk for feedback or to ask questions, hear for feedback or instructions; Will continuously be required to sit, use hands to finger to handle or feel, be able to lift or carry up to 10 lbs.
- VISION REQUIREMENTS: for Microscope use, the candidate must be able to use close vision (clear vision at 20 inches or less), must be able to identify and distinguish colors, must have 3D depth perceptions (ability to judge distances and spatial relationships), and

Current Job Opportunities at Teledyne Relays, 12525 Daphne Ave. Hawthorne, CA – 5.12.17



must be able to adjust focus (ability to adjust the eye to bring an object into sharp focus) as needed.

- WORK ENVIRONMENT: work area is inside a clean room - no make-up allowed, closed-toe shoes required.
- Candidate must be a U.S. person.

Job Title: Assembler 1

Dept.: Motor Build Adjust

Salary Grade: Non-Exempt

Req. # 2017-3991 (3 openings)

We are currently looking to add regular full-time entry level Assemblers (Motor Build-Adjust) to our Motor Stack Peen department to work with motor, build, shim weld and adjust components.

Responsibilities:

- Motor department operators are responsible for duties that include motor build, shim weld, and adjust.
- Visual acuity, manual dexterity and successful completion of assembly are required.
- Hand tools, fixtures, microscope, peen machine and latex gloves will be used to perform essential functions.
- Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations.
- Normally receives no instruction on routine work, general instructions on new assignments.
- Previous production experience in small part assembly.
- Reading, writing and oral communications skills are required.
- Basic computer skills for data entry for inventory control, assignment tracking, and labor charging, performed daily.
- Must be willing to cross train in to other areas of manufacturing.

Requirements:

- Completion of High School diploma or equivalent, preferred.
- A minimum of 6 months - 1 year of related experience testing relays
- Basic computer skills for data entry for inventory control, assignment tracking and labor charging must be performed daily
- Must have good oral and written communication skills.
- Good eye-hand coordination working under a microscope, and good dexterity to assemble small parts, use small tools (shims, tweezers)
- Ability to read and understand assembly drawings, procedures, and specifications.
- Must be able to work in a team environment as well as independently.
- PHYSICAL DEMANDS: Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 15 lbs.; frequently will need to sit, reach with hands or arms to handle parts/equipment
- VISIONS REQUIREMENTS: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- WORK ENVIRONMENT: a clean room environment - no make-up allowed and closed toe shoes are required. Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is moderate (light traffic)
- Candidate must be a US person



Job Title: Maintenance Mechanic 1

Salary Grade: Non-Exempt

Dept.: Relay Adjust

Req. # 2017-3986

We are looking for the assistance of an entry level Maintenance Mechanic 1 to our team in the Relays Adjust area.

Responsibilities:

- Knowledge of equipment set up, repair and high precision maintenance; check fixtures, and trouble shoot as needed
- Learn the functions of the different types of equipment used, cross train (learn functions and trouble-shooting methods) on other each machine to continue to build knowledge and skills on other equipment
- Teach/remind operators how to safely operate equipment
- Prepare raw materials for production
- Learning the process specifications for each operation
- Uphold assigned job duties, prioritize workload, develop realistic action plans while keeping quality in mind and meet productivity standards
- Promote a harassment-free work environment and work towards achieving organization's goals and objectives
- Any additional duty as assigned

Requirements:

- High School Diploma or equivalent (GED) required, maintenance mechanic certification preferred
- Minimum 1 year related previous experience in the maintenance mechanic field for equipment/machinery.
- Learn company policies & procedures while observing safety procedures to complete routine tasks - requiring limited judgment - little to no sole decision-making
- Normally receives detailed instructions on all work - working under close Supervision.
- Good communication skills necessary: to gather and provide feedback to Supervisor in a timely manner regarding any assistance needed or service requested, ask questions as needed and respond tactfully to others
- Ability to read, understand and utilize drawings/schematics provided, and ability to work with hand tools
- Will occasionally be required to talk/walk/sit/stoop, bend, kneel, crouch or crawl/push or pull/have good distance & peripheral vision, be able to distinguish colors and determine depth.
- Will occasionally be required to lift/carry up to 25lbs. May be occasionally exposed to vapors/fumes, airborne particles or chemicals.
- There is a moderate level of noise, including vibrations.



- Will frequently need to stand, climb or balance, in addition to frequently having to listen/hear and adjust focus of vision
- Will continuously work near moving mechanical parts or have contact with moving mechanical equipment
- Candidate must be a U.S. Person

Job Title: Product Finisher 1 – Relay Accessories

Dept.: Relay Accessories

Salary Grade: Non-Exempt

Req. # 2017-3989

We are looking to add an entry level Product Finisher to our Accessories department to perform processes for all relay accessories which include laser welding, hot sand dip, trim & form, ground pin, pad installation, solder dip and epoxy application.

Responsibilities:

- Responsible to learn various operations/processes dealing with all relay accessories
- Will perform visual and workmanship inspection of parts produced under microscope.
- Basic computer skills will be necessary for lot tracking
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments.
- Operator must be willing to be cross trained in other areas of the manufacturing area.

Requirements:

- High School Diploma or equivalent GED, Soldering certificate is preferred
- Minimum of 1-3 years of directly related experience including ability to read, write and comprehend customer specifications.
- Must have good oral and written communications skills – ensure all assignment records, charts and logs are completed correctly.
- Basic math skills (add, subtract, multiply, divide units)
- Must verify that all equipment/ tooling/ fixtures used are labeled with a current in service calibration sticker. Keep work area clean.
- Manual dexterity to use small tools/fixtures, tweezers, cutters, pliers) and to be able to work with small parts, microscope, solder pot, and laser welder.
- Acquires job skills and learns company policies and procedures to complete routine tasks and always comply with company rules regulations and safety procedures.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Must make sure inventory transactions are completed in a timely manner.
- Must be able to work in a team, as well as, independently.
- PHYSICAL DEMAND: will be required to occasionally stand, walk, reach with hands and arms, stoop-kneel-crouch, able to lift and carry up to 25 lbs; will be frequently required to talk or hear for instructions and feedback; and will be continuously required to sit, use hands to fingers to handle or feel
- VISION REQUIREMENTS: must be able to distinguish close vision (clear vision at 20 inches or less) vs. distant vision (clear vision at 20 feet or more), be able to distinguish and identify colors.
- WORK ENVIRONMENT: will occasionally be exposed to fumes, airborne particles or caustic chemicals (safely below standard levels), will frequently work in wet or humid (non-weather) conditions and work near moving mechanical parts. Noise level is quiet.

Current Job Opportunities at Teledyne Relays, 12525 Daphne Ave. Hawthorne, CA – 5.12.17



- Candidate must be a US Person.

Job Title: Assembler 1

Dept.: Manual Header Build - Moving

Salary Grade: Non-Exempt

Req. # 2017-3988

We are looking for an entry level Assembler 1 for the Manual Header Build-Moving group.

Responsibilities:

- Manual header Assembler 1 will be responsible for building components into sub-assemblies, attaching sub-assemblies on to headers, wire bonding, and component coating.
- These assignments will be processed utilizing small hand tools, fixtures, electrodes, and power supplies.
- Employee must have the ability to work from prints, drawings, and specifications.
- Perform visual and electrical inspections on parts produced.
- Will learn to install and dress electrodes.
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments.
- Operator must be willing to be cross trained in other areas of the manufacturing area.
- Basic computer skills for data entry for assignment tracking and labor charging

Requirements:

- Must have good oral and written communications skills.
- Must be able to work with small parts and microscope.
- Ability to use small tools (fixtures, tweezers, cutters and pliers).
- Acquires job skills and learns company policies and procedures to complete routine tasks.
- High School Diploma or equivalent.
- PHYSICAL DEMANDS: Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 10 lbs.; frequently will need to sit, reach with hands or arms to handle parts/equipment
- VISION REQUIREMENTS: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- WORK ENVIRONMENT: a clean room environment - no make-up allowed and closed toe shoes are required. Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is moderate (light traffic)
- Candidate must be a U.S. person

Job Title: Assembler 1

Dept.: Manual Header Build - Stationary

Salary Grade: Non-Exempt

Req. # 2017-4484 (3 Openings)

We are looking for an entry level Assembler 1 for the Manual Header Build-Stationary group.

Responsibilities:

- Manual header Assembler 1 will be responsible for building components into sub-assemblies, attaching sub-assemblies on to headers, wire bonding, and component coating.



- These assignments will be processed utilizing small hand tools, fixtures, electrodes, and power supplies.
- Employee must have the ability to work from prints, drawings, and specifications.
- Perform visual and electrical inspections on parts produced.
- Will learn to install and dress electrodes.
- Will work on assignments that are semi-routine in nature - normally receiving general instructions on routine assignments and detailed instructions on new assignments.
- Operator must be willing to be cross trained in other areas of the manufacturing area.
- Basic computer skills for data entry for assignment tracking and labor charging

Requirements:

- Must have good oral and written communications skills.
- Must be able to work with small parts and microscope.
- Ability to use small tools (fixtures, tweezers, cutters and pliers).
- Acquires job skills and learns company policies and procedures to complete routine tasks.
- High School Diploma or equivalent.
- PHYSICAL DEMANDS: Will occasionally stand/walk/climb or balance/stoop, bend, kneel, crawl/push or pull/talk or hear; carry or lift up to 10 lbs.; frequently will need to sit, reach with hands or arms to handle parts/equipment
- VISION REQUIREMENTS: be able to distinguish and identify colors, be able use close vision (20 inches plus), have 3D depth perception (ability to judge distances and spatial relationships) with the ability to adjust focus as needed
- WORK ENVIRONMENT: a clean room environment - no make-up allowed and closed toe shoes are required. Will occasionally work near moving mechanical parts and have contact with moving mechanical equipment. Noise level is moderate (light traffic)
- Candidate must be a U.S. person

Job Title: Assembler 1

Dept.: Motor to Header Weld

Salary Grade: Non-Exempt

Req. # 2017-3957

We are looking to add an entry level Assembler for the Motor to Header department to weld subassemblies (header and motor) to become a final assembly relay.

Responsibilities:

- Operator will utilize various welding fixtures in conjunction with a weld head and power supply to complete this function.
- Small hand tools as well as a microscope will be used. Continual quality weld and integrity test will be performed on all parts produced.
- Become proficient on machine alignment and installing/dressing electrodes.
- Data entries on a computer for labor and time charging. Daily housekeeping.
- Employee must be open to cross training into different manufacturing operations.
- Normally receives general instructions on routine assignments and detailed instructions on new assignments
- Acquire the job skills and learn company policies and procedures to complete routine tasks



Requirements:

- Must have a High School Diploma or equivalent GED
- 6 months to 1 year previous production component assembly preferred
- Have good eye-hand dexterity/coordination to assemble small parts, sitting and working with hand tools (tweezers, fixture, pliers) using a microscope and test equipment (power supply welder)
- Must wear latex gloves/ finger cots
- Must have basic reading, good oral and written communication skills, intermediate arithmetic skills
- Will do some documentation (sign off on operation sheet), have the ability to read and comprehend simple instructions
- Must have basic computer skills for data entry.
- Normally receives general instructions on routine assignments and detailed instructions on new assignments
- PHYSICAL DEMANDS: will be required to occasionally stand, walk, reach with hands and arms, stoop, crouch, be able to lift and/or carry up to 10 lbs; will frequently be required to sit, talk or hear for feedback or instructions.
- VISION REQUIREMENTS: must have close vision (clear vision at 20 inches or less), be able to identify and distinguish colors, have depth perception - ability to judge distances and spatial relationships, and the ability to adjust focus as needed.
- WORK ENVIRONMENT: will occasionally work near moving mechanical parts; noise level is quiet. This is a clean room environment - no makeup allowed and closed-toe shoes required.
- Candidate must be a US Person

NOTE: Relocation is not offered for any of the positions listed above.

Teledyne Reynolds, Inc. dba Teledyne Relays may, at its discretion, modify or add further duties not currently listed in this general job description.

Compensation:

We offer a competitive compensation commensurate with experience. We also offer excellent and comprehensive benefits including a 401(k) package, stock purchase plan, etc.

How to Apply:

External qualified applicants may apply online at <http://www.teledynergcareers.com> to requisition#2017-4176, 4136, 4131, 4120, 4090, 4024, 4023, 4022, 4018, 3991, 3986, 3989, 3988, 4484, 3957, 2016-2887.

TELEDYNE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation & gender identity, national origin, disability including pregnancy, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law. EEO is the law.



Teledyne participates in the E-verify program and upholds the Pay Transparency Policy.

If you require reasonable accommodation while seeking employment, please inform Human Resources at call (323) 777-0077.

Visit us at www.teledynerelays.com for more information.