

# Job Description

**Date: July 19, 2023**

**Job Title: Electronic Technician**

**Department: Warranty/ER**

**Director: Lance Noble**

## **Duties:**

- Assembling and disassembling of electronic product
- AP and sound testing
- Basic record keeping on paper and Excel spreadsheet.
- Data Entry with Oracle
- Evaluate, troubleshoot, and repair electronic products.
- Assist with special projects.

## **Requirements:**

- Electronics Technician Certificate or Electronics Technology AAS.
- Must have a fundamental understanding of electronic circuitry.
- Must be able to read and interpret electronic schematics.
- Must be able to use Oscilloscopes, Digital Multimeters, Function Generators, Power Supplies
- Soldering skills and use of hand tools
- 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