**PROMEX INDUSTRIES, INC.** **JOB DESCRIPTION - NON-EXEMPT**

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| **Position Title:** | SMT Assembler | | | **Position # or Level :** | 1 - 4 |
| **Department:** | SMT Production | | **Reports to:** | Production Supervisor | |
| **Employment Status:** | Full time | **Pay Grade or salary range:** | (List the pay grade or salary range for this position) | **% Travel Required** | Not applicable |

**Position Summary:** The SMT assembler is responsible for assembling, soldering, and inspecting miniature electronic components and assemblies used in high-reliability applications such as aerospace, medical, and defense electronics. The operator must perform precision soldering under a microscope and follow strict workmanship standards to ensure product quality and performance. This role requires precision soldering skills, attention to detail, and a solid understanding of electronic assembly processes

**Essential Duties:**

Assemble and solder microelectronic components (e.g., chips, fine wires, resistors, capacitors) onto hybrid circuits, PCBs, or substrates.
Reflow and reball BGA, QFN, QFP, and other fine-pitch components when necessary.
Rework and repair solder joints or assemblies as required to meet IPC and MIL standards.
Perform precision hand soldering using microscopes and specialized tools.
Conduct visual inspection using microscopes to verify solder joint quality, alignment, and cleanliness
Follow detailed assembly drawings, wiring diagrams, and process documentation.
Ensure all rework complies with IPC-A-610 and IPC-7711/7721 workmanship standards.

**Other Duties & Responsibilities (Optional)**

- Stop product from moving to next operation due to quality problems
- Report potential problems to management
- Make suggestions for improvements
- Contribute to solution of problems

**Minimum Qualifications:**

Must be able to read and write English.
H.S. Diploma, working knowledge of IPC-610 and other industry Workmanship Standards.
Must be able to work with high power microscopes.

The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

**Key Competencies:**

Proficiency in soldering and desoldering small components (e.g., 0402,0201, 01005)

Familiarity with ESD protection standards and safe handling of electronic components

Strong attention to detail and manual dexterity

Level 1: Minimum 1 year in assembly operations, soldering, rework or related experience preferred, otherwise will be trained.

Level 2: 1-2 years experience in assembly operations, soldering, or rework.

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Level 3: Requires 2-4 years experience in assembly operations, soldering, or rework.

Level 4: Requires 4-6 years experience in assembly operations, soldering or rework.

**Preferred Skills:** Prior experience in contract manufacturing environment. IPC 610 Certification/training.

**Work Environment:** Indoors, environmentally controlled. Wear common ESD and protective equipment as necessary (i.e. safety glasses, gloves).

While performing the duties of the job, the employee is regularly required to sit, stand and/or walk for extended periods of time; use hands and fingers; reach with hands and arms; and talk and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Employee Acknowledgement:**

I have read this job description, and I fully understand all my job duties and responsibilities.

| Print Name | Signature | Date | |
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