

ASSEMBLY

TPI dba Telecom Products, Inc.
1136 North 1st Street, Garland, TX 75040

JOB DETAILS

Job Type: Full-time

Number of hires for this role: 1

FULL JOB DESCRIPTION

Assembler Job Responsibilities:

- Produces components by assembling parts and subassemblies.
- Reads and deciphers schematics, blueprints, and assembly instructions.
- Interprets basic electrical schematics and wiring diagrams **(electrical knowledge a plus)**.
- Positions or aligns components and parts, either manually or with hoists.
- Uses hand tools or machines to assemble mechanical and electrical components.
- Performs basic electrical connections, wire routing, and component installation **(when applicable)**.
- Conducts quality control checks on assembled mechanical and electrical components.
- Cleans and maintains work area and equipment, including tools.
- Prepares work to be accomplished by studying parts lists and gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit, fastening parts and subassemblies, and verifying proper alignment.
- Verifies specifications by measuring completed components and visually inspecting electrical connections **(if applicable)**.
- Resolves assembly problems by altering dimensions to meet specifications and notifying the supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and calling for repairs.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains inventory by checking stock to determine supply levels, placing and tracking orders, and verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.

QUALIFICATIONS

Assembler Skills/Qualifications:

- Mechanical and technical skills
- Physical stamina and strength
- Safety management mindset
- Focus on quality control
- Dexterity and hand-eye coordination, including the ability to grasp, manipulate, and assemble parts and components that are often very small
- Color vision may be required if your company makes electrical and electronic products that include color-coded wiring

Education, Experience, & Licensing Requirements:

- High school diploma or GED
- Previous manufacturing experience

COMPETENCIES

- Thoroughness
- Time Management
- Ability To Follow Instructions

WORKING CONDITIONS

LIFTING: UP TO 50lbs.

FREQUENCY: Daily

MORE DETAILS

- **Schedule:** 8-hour shift with potential overtime
- **Typical start time:** 7:00 AM
- **Typical end time:** 3:30 - 5:30 PM
- **Pay Frequency:** Weekly
- **Work Location:** One location
- **Work Remotely:** No
- **TPI Website:** <http://www.tpitexas.com>
- **Benefit Conditions:** A waiting period may apply

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Apply online:

<https://tpitexas.com/careers/>