

## Part-Time Assembly Technician



### Position Summary

Phenix Fiber Optics, a start-up fiber optics instrument manufacturer based in Bozeman, MT, is seeking an Assembly Technician with experience in small mechanical and electronics assembly and manufacturing.

We are seeking a reliable, motivated, self-starter with experience in technical instrument assembly. Candidate must be proactive, innovative, and adhere to Phenix's values of integrity, honesty, teamwork, and unwavering quality. Ideally, the candidate will also hold previous production experience, including parts procurement, quality control management, process design, inventory management, etc. We seek a mature individual with immaculate attention to detail and strong communication skills who has interest in eventually playing a management/leadership role in Phenix manufacturing and production.

We are open to a flexible schedule including students or those with additional employment. We will require a minimum of 20 hours/week, with preference for a candidate able to work upwards of 25-30 hours/week. Potential for full-time in the future. This position will join a small team of Assembly Technicians and will work closely with Phenix President/lead engineer as well as local parts vendors.

### Responsibilities

- Assemble electronic and electro/mechanical equipment such as PC boards, motors, etc.
- Consistently perform assembly and testing of products and/or sub-assemblies efficiently while maintaining exemplary quality standards.
- Communicate about work in process, identify and report potential product problems and suggest corrective actions.
- Track and enter testing results and instrument assembly information in shared computer system.
- Maintain inventories of production parts and supplies.
- Adhere to and help document/maintain procedures, processes, and standards in product manufacturing.
- Follow appropriate safety protocols.

### Required Qualifications

- Experience in the electronics and/or electro/mechanical fields, including assembling and handling of small parts.
- Ability to use small hand tools, power tools, machines, and equipment.
- Clear communication and interpersonal skills both written and verbal.
- Ability to read, understand, and use technical manuals and reports and receive verbal instructions.
- Ability to perform a variety of complicated tasks with limited supervision and oversight.
- Demonstrated troubleshooting and problem-solving skills.
- Possess a high sense of integrity and confidentiality; will be required to maintain confidential product and trade secret information.
- Knowledge of basic Windows applications.
- Comfortable in a start-up setting, complete with ebb-and-flow production needs.

- Physical requirements: ability to sit for extended periods, work with small tools, use microscope or other magnifying device, lift and carry up to 30lbs short distances.
- Reliable transportation; position will be based at Phenix Fiber Optics' facility in NW Bozeman with occasional need to travel to parts vendors and other locations throughout the Bozeman area.

### **Desired Qualifications**

- Interest in fiber optics and/or optical instrument design.
- Experience with soldering.
- Knowledge of electrical/electronic components and equipment, including the use of special instruments for diagnostic purposes is a plus.
- Experience with production/quality control/inventory systems.
- Experience with machining and/or printed circuit boards.
- Manufacturing/production management experience.

### **What We Offer:**

- Starting pay of \$20/hour.
- Flexible hours.
- We regret that we are unable to offer any benefits at this time.
- A friendly and collegial work environment in which everyone's contributions are treated with respect and appreciation.
- Opportunity to grow with an expanding business.

### **How to Apply**

Please submit resume and cover letter to Lindsay Ryder, Director of Sales and Marketing at [lindsay@phenixfo.com](mailto:lindsay@phenixfo.com). Applications will be reviewed on a rolling basis with a desired start date of early to mid-November.

### **About Phenix Fiber Optics**

We are a Bozeman-based start-up company manufacturing and selling instrumentation designed to cleave fiber optic cables. Our key instrument, the **fibersect**, is a revolutionary tool designed to mechanically cleave fiber optic cables by cutting through the fiber and epoxy with remarkable precision. Visit [www.phenixfo.com](http://www.phenixfo.com) for more information.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*