



The Production Assistant job description:

The Production assistant reports to the president of the company and assist in many facets of product production and delivery for a small electronics component manufacturing company. This critical job is best done by somebody that has good organization and multi-tasking skills. Some knowledge of basic electronics is helpful. This is a career job with excellent potential for growth and promotion. To effectively succeed in this job an applicant should have;

- Excellent organizational, verbal and written communication skills.
- Able to anticipate needs and deliver timely, relevant solutions and actions.
- Able to develop rapport and relationships with all levels of employees and vendors.
- Capable of handling sensitive, critical information, self-directed and independent.
- Capable of multi-tasking across departments, activities, and projects.
- Develop Bill of Materials lists
- Assist engineers with soldering, documentation, use of hand tools, and organizational aspects of production
- Estimate and negotiate costs and schedules to price and select jobs.
- Assist with some marketing activities such as the development of promotional material, website content and other promotional materials.
- Organize shipping/deliveries with vendors.
- Be part of brainstorming new ideas and conduct the necessary research
- Assists President with correspondence, memos, agendas, filing, organizational tasks and special projects, answers phones, handles routine inquiries, and organizes meetings.

Desired Skills and Experience

- Proficiency in Word and Excel.
- Basic knowledge of electronics
- Good organizational skills
- Executive assistant level experience

About this company

The Production Assistant supports the President of Hegemon Electronics with all production matters as well as all training materials that need to be produced, and to aid in the overall smooth running of an electronics products manufacturing company. The applicant must be career oriented and able to be proactive, flexible and adaptive in a rapidly changing environment and adjust with a can-do attitude.

Duties include

- Soldering and placing circuit boards
- Bill of Materials generation. Take documentation and prepare for production
- Excel and Word usage. AUTOCAD experience is a plus.
- Ability to build processes
- Multi tasks on different tasks at same time
- Basic knowledge of electronics
- Good math skills
- Ability to use hand tools
- Write and document detailed testing instructions
- Ability to train from previous documentation
- Career minded person that wants to grow with company



Hegemon Electronics, Inc. is an established engineering and manufacturing company specializing in Power Line Carrier (PLC) products for the transportation industry. Our technology allows for the seamless integration of reliable tractor-trailer bi-directional digital communications into existing trailer tracking and asset management systems. Based in Sterling Heights, MI, Hegemon has been a member of the PLC4TRUCKS consortium since 1999 and is recognized as the leader in the development of the PLC Identifier System. For more information visit www.hegemonelectronics.com

How to Apply

Send a resume and cover letter to;

Hegemon Electronics

35464 Mound Road

Sterling Heights, Michigan 48310 USA

Phone: [\(586\) 977-6541](tel:(586)977-6541)

Fax: [\(586\) 977-9096](tel:(586)977-9096)

Email: rays@hegemonelectronics.com