



INTELLIHOT GREEN TECHNOLOGIES INC.

Job # 006

Job Title: Assembler Technician
Division/Department: Operations
Location: Galesburg, IL
Reports to: Plant Operations Manager
Type of Position: Full-time (40 hours/week)

GENERAL DESCRIPTION

This position is responsible for all operations related to assembly, testing and packaging of the products. Additional responsibilities include inspection, engineering support, troubleshooting and quality control.

JOB RESPONSIBILITIES

- Understand the details of assembly drawings and bills of materials
- Highly experienced in assembly processes
- Be knowledgeable in using all parts, equipment, tools and standard procedures
- Correctly complete all relevant paperwork and also follow deadlines
- Follow order sheets and assembly data sheets
- Actively participate in process or product improvements
- Well versed in wiring diagrams and schematics
- Knowledgeable in standard testing procedures
- Familiar with inspection and quality control
- Able to plumb fluid lines (water, gas and flue)

WORK EXPERIENCE REQUIREMENTS

- Three to five years experience in assembling appliances.

EDUCATION REQUIREMENTS

- High school diploma

SKILLS AND ABILITIES

- Strong interpersonal and communication skills
- Ability to learn quickly
- Work requires willingness to work a flexible schedule
- Good organizational skills required
- Ability to work in a high performance, fast-paced team environment
- Proficient in computer skills (Word, Excel, PowerPoint)

TRAVEL

- Minimal travel required

To apply, send cover letter and resume to: careers@intellihot.com.