



NeoCoil, LLC is the leader in MRI coils and MRI accessories designed for better patient comfort and experience in the MRI environment. Our focus, through innovation and precision, is to engineer and manufacture the highest quality coils and accessories for the medical industry. Due to our growth and continued success, we are seeking an **Assembly Technician** to join our growing production team.

**We offer competitive benefits and flexible work schedule.**

- 3 weeks personal paid leave (starts on day one, access to full year pro-rated)
- 8 paid holidays (starts on day one), we are closed on all 8 holidays
- 2 floating holidays (prorated starts on day one)
- Health, dental vision benefits start first of the month after hire
- Company paid short term, long term and life benefits
- Start time is between 6 am – 7 am
- Voluntary overtime available
- 2 paid 15 min breaks, 30 min unpaid lunch (optional)
- Breaks and lunch can be taken anytime within reason
- Allow work time to be made up in the same work week.

**Position Responsibilities:**

- Knowledge of IPC standards and ability to pass an IPC-J-STD Class II solder test.
- Precision hand soldering of surface mount and through-hole components, coax wires and perform mechanical assembly on devices for use in the Medical Field. The use of lead-free solder is required.
- Comprehend complex assembly drawings and follow assembly processes and procedures using English language.
- Use tools provided for the manufacture of electronics and/or cable assemblies, i.e. solder stations, wire strippers, crimp tools and DMM.
- Provide excellent documentation of work.
- Adhere to Quality procedures to ensure safety of product.
- Knowledge of FDA rules and regulations preferred.
- Performs duties as assigned that may periodically be repetitive in nature.

**Essential Skills and Experience:**

- Experience in IPC-A-610 Class II preferred.
- Minimum of a high school diploma and 1-3 years related experience in the electronics field, or equivalent experience and training.
- Computer competency in MS Office; Outlook, Excel, Word, accessing computer network drives etc. and ability to access information needed within the Manufacturing Execution System (MES) and/or IQMS is required.
- Quality orientated with high attention to detail.
- Maintain a clean and safe work area.
- Perform basic mathematics and measuring (addition, subtraction, multiplication, division; use a ruler to measure lengths and widths accurately).

**Interpersonal Skills:**

- Works well under pressure.
- Perform common sense problem analysis and resolution.
- Experience working with teams and perform as a strong team player. Asks for and offers help.
- Communicates directly and honestly while demonstrating self-respect and respect for others.

**Physical demands:** While performing duties of the job, employee is frequently required to type, sit, stand; walk; use hands to finger, handle; reach with hands and arms; balance; stoop; talk and hear. Employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

If you are interested in joining a growing organization with a vision for the future, please send us your resume. Please visit [www.neocoil.com](http://www.neocoil.com) for more information. Interested applicants should submit a resume and salary requirements to [liz.cieminski@neocoil.com](mailto:liz.cieminski@neocoil.com)

*NeoCoil LLC is committed to a policy of equal employment opportunity. The Company conducts all employment practices without regard to race, sex, color, religion, national origin, age, disability, protected veteran's status, sexual orientation or any other basis prohibited by law. NeoCoil participates in E-Verify.*