



## Assembly Specialist - Full Job Description

Criteria Labs is seeking an Assembly Specialist for a direct hire opportunity. At Criteria Labs, we recognize that our employees are our most powerful resource, selecting only the most talented and experienced individuals to work with our Engineers and Operations teams. We are located in the heart of Austin near Lamar.

Criteria Labs provides RF Products and Semiconductor Engineering Services for organizations that require unique solutions for high-reliability aerospace, oil and gas, commercial semiconductor, automotive and medical applications.

This position requires an individual with strong organizational and computer skills with a technical and mechanical aptitude. Working environment is in a class 100-10,000 clean room with the utilization of microscopes and hand tools which require skilled hand to eye coordination.

This position requires an individual that has a flexible work schedule and can work extended hours when required.

### DUTIES AND RESPONSIBILITIES

Criteria Labs is seeking an Assembly Specialist with the following qualifications:

- Strong organizational skills to record accurate production and process parameters.
- Learn material and process QA procedures.
- Operate and program automated micro-electronics package assembly tools including die attach, wire bond and package sealing and marking.
- Assist technical teams with production and process development of complex integrated circuits packaging and assembly.
- Follow and familiarize self with company policies and procedures.
- Performs tasks accurately and efficiently, free from errors.
- Ability to take initiative and own tasks and projects.
- Persistently drive tasks and projects to completion.
- Adapts to changes in the work environment, manages competing demands and is able to deal with change, delays or unexpected events.
- Energetic, enthusiastic, positive outlook.
- Listen attentively and able to grasp fast-paced technical conversations.
- Maintain a clean and organized work area on a daily basis.
- Consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

### REQUIRED SKILLS

- High school diploma or equivalent, at least 2 years' recent professional experience in inventory control, clerical, or administration, or an equivalent combination of education and experience.
- Computer skills in Microsoft Excel, Word, and Outlook.
- Must have excellent analytical, creative, problem solving skills and strong organizational skills.
- Ability to follow direction verbally as well as written and perform tasks in a manner that reflects well upon the organization.
- Able to prioritize and plans work activities and uses time efficiently.
- Previous experience in a fast-paced manufacturing environment preferred.
- Desire to exceed expectations and drive positive change in the organization.
- Excellent time a self-management skill, ability to prioritize and multitask to meet deadlines.
- Strong work ethic and team player.

### SCHEDULE

- Monday to Friday



## EXPERIENCE

· Semiconductor and/or Manufacturing experience preferred.

Job Type: Full-time

Pay: DOE

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Vision insurance

## COVID-19 considerations:

Criteria Labs has a strict mask and social distancing policy in place at this time.

Location:

- Austin, TX 78752 (Required)

Company's website:

- <http://www.criterialabs.com/>

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

**Notice:** Criteria Labs provides Equal Employment Opportunity to all people in every aspect of consideration for employment. All qualified applicants will receive consideration for employment without illegal discrimination on the basis of race, color, sex/gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), age, gender identity, gender expression, disability, religion, citizenship, national origin, ancestry, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.