Open PCB Assembly Coordinator

Compensation / Pay: $18.00 per hour (based on experience) Annual bonus available

Job Title: Full-time
Benefits: Heath insurance
Schedule: M-F (8-hour shift)
Paid time-off
Retirement plan

Job Description:
K&F Electronics is seeking an PCB Assembly Coordinator.

Responsibilities:
- Purchasing of electronic components
- Job costing and quoting of assembled circuit boards
- Experience is preferred but not necessary
- We will train the right person!

Note: We will only consider the following candidate requirements.

Required Skills:
- Must be proficient in Microsoft Suite of Products with emphasis in Excel
- Must be organized, detail oriented and possess adequate math skills
- Ability to compose a proper business email
- Communicate on a regular basis with customers, supplier representatives and management.