

# Open PCB Assembly Coordinator

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

**Job Title:** Full-time

**Benefits:** Health insurance  
Paid time-off  
Retirement plan

**Schedule:** M-F (8-hour shift)

## 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.

