

Production Assistant



Arroyo Instruments, a San Luis Obispo-based manufacturer of precision electronic instruments, is looking for a smart, motivated Production Assistant to join our production team. Arroyo Instruments services a world-wide customer base with innovative products and services for the laser and LED industry. This is an entry level position and requires the ability to read and follow instructions as well as have good communication skills.

Work Experience / Education:

- No experience necessary, but experience in a manufacturing environment a plus
- High School Diploma

Job Requirements:

- Good communication skills
- Work independently, show initiative, and follow verbal and written instructions
- Working knowledge of Microsoft Office is a plus (Word, Excel...)
- Work with and measure in English and Metric units
- Valid driver's license
- Ability to lift and move 50 pounds unassisted
- Physical exertion such as long periods of standing, walking, bending, reaching or similar activities

Duties:

- Prepare equipment for shipment
- Receive and organize parts
- Organize and clean the stock room and shop
- Break down boxes, take out trash and recycling
- Picking Up / Delivering parts and completed product
- Some computer work, label printing and filing may be required
- Miscellaneous stock room tasks as required
- Training for the following duties will be provided if the tasks are required:
 - Measuring, cutting, and striping wires and cables
 - Mechanical assembly of small enclosures and machined components (with oversight from lead)
 - Cable assembly and testing, either by soldering or crimping tools (with oversight from lead)

Benefits:

- Health insurance
- Cafeteria (SEC 125) plan
- Simple IRA with employer matching
- Paid time off, earned at commencement of hire
- 10 paid holidays

This position is intended for local applicants only, no relocation support is included.

For more information about the company, please visit our web site at <http://www.arroyoinstruments.com>.

This is a full-time day-shift position, with hours of 7:00am and 3:30pm, Monday through Friday, and a 30 minute lunch break. Compensation depends on experience, and includes benefits. Overtime is occasionally available.

Interested applicants have two options for applying for this position:

1. You may submit a resume via email at hr@arroyoinstruments.com or drop off your resume in person.
2. You may fill out an application in person by visiting Arroyo Instruments' office.

Arroyo Instruments is located across Broad Street from the airport at 1201 Prospect Street.

PLEASE DO NOT CALL! You must submit an application/resume to be considered for the position. You will be contacted only if you have been selected to interview for this position. Only applications or resumes for this position will be considered.