

Job Title: Production Supervisor – SMT

Company: Richardson Electronics, Ltd.



Type: Full time

Job Description: Under general direction, facilitates the design and manufacturing of printed circuit boards and other soldered assemblies. Establishes and implements mechanical and electrical assembly procedures. Manages departmental job scheduling and supervision of employees. Handles everyday departmental functions and reports to the Manufacturing Manager.

Job Responsibilities: This position requires a self-motivated individual to oversee the production and inspection of printed circuit boards. Must have excellent knowledge of soldering along with equipment and best industry practices as well as an understanding of schematics and prints.

Essential Job Functions:

- Receives jobs and work orders and schedules employees to achieve production requirements.
- Establishes soldering guidelines in accordance with relevant IPC standards and performs daily inspection of all soldering work being performed
- Monitors work progress and assures that it is proceeding on schedule and in accordance with established quality and cost standards.
- Maintains records and reports for personnel and all projects under supervision.
- Responsible for maintenance of department equipment, company policies, procedures, safety standards, and good housekeeping practices within assigned area.
- Works with other departments and managers to provide smooth workflow and timely information.
- Provides assistance to the manufacturing manager and engineers as required.
- Performs labor, material estimates for assigned products.

Non-essential Job Functions:

- May oversee or perform tasks in other related manufacturing or manufacturing support departments.

Supervisory Responsibilities: As lead person in the SMT department area this individual oversees jobs, work orders and projects insuring they proceed in a timely fashion through the department. Monitors material and component shortages and works with Manufacturing Manager to fill them. Responsible for all test equipment, hand tools etc. in the area.

Qualification Requirements: Seven to ten years of PCB manufacturing experience. Thorough knowledge of methods, techniques, tools, and equipment involved in the manufacture of assigned products. Strong mechanical abilities including working knowledge of basic metal working tools. Working knowledge of measuring equipment and ability to read and interpret blueprints and wiring diagrams. Working knowledge of Excel, MS Word. Minimum of 5 years' mechanical and electrical technician experience. Ability to lift 50 pounds. Will spend a lot of time walking and standing. Must have excellent soldering and assembly skills. Able to work well with people and train other employees.

Working Environment: Manufacturing environment, well-lit and ventilated. Some exposure to high voltage devices.

About Richardson Electronics: Richardson Electronics, Ltd. is a leading global manufacturer of engineered solutions, power grid and microwave tubes, and related consumables; power conversion and RF and microwave components including green energy solutions; high-value replacement parts, tubes, and service training for diagnostic imaging equipment; and customized display solutions. More than 60% of our products are manufactured in LaFox, Illinois, Marlborough, Massachusetts, or Donaueschingen, Germany, or by one of our manufacturing partners throughout the world. All our partners manufacture to our strict specifications and adhere to our supplier terms and conditions. We serve customers in alternative energy, healthcare, aviation, broadcast, communications, industrial, marine, medical, military, scientific, and semiconductor markets. The Company's strategy is to provide specialized technical expertise and "engineered solutions" based on our core engineering and manufacturing capabilities. The Company provides solutions

and adds value through design-in support, systems integration, prototype design and manufacturing, testing, logistics, and aftermarket technical service and repair through its global infrastructure. More information is available at www.rell.com.

Equal Opportunity Commitment: Richardson Electronics is an international organization with offices worldwide. We are committed to fostering a workplace where all employees have equal opportunities to succeed, grow, and contribute. We believe in creating an environment where every individual is valued, respected, and supported. By promoting fairness, inclusivity, and a culture of mutual respect, we ensure that our employees, customers, and the communities we serve can achieve their goals. Our ability to bring together individuals with diverse skills, experiences, and perspectives is essential to our continued global success.

Equal Opportunity Employer/Veterans/Disabled

**Must be authorized to work in the US.*

Please send resume to: vdusen@rell.com

Required postings:

Family Medical Leave Act (FMLA) <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Employer Polygraph Protection Act (EPPA) <https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf>

Equal Employment Opportunity (EEO) Know Your Rights https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12.pdf

Invitation to Self-Identify <https://www.rell.com/webfoo/wp-content/uploads/2023/10/Invitation-to-Self-Identify.pdf>

Pay Range: \$30 to \$35/hr plus incentive

Benefits: Our benefits package includes comprehensive health insurance with multiple PPO and HSA plan options, as well as dental and vision coverage. We offer flexible spending accounts (FSA), life insurance, voluntary life insurance, short- and long-term disability (STD & LTD), an employee assistance program (EAP), smoking cessation support, weight management program, pet insurance, LifeLock identity protection, and a 401(k)-retirement plan. Additionally, we provide generous vacation time, sick/personal days, 10 paid holidays, and tuition reimbursement to support ongoing education and work-life balance.