



Position:	Mechanical Assembly
Job Category:	Electronics Manufacturing
Status:	Part time, Full Time & Contract
Relevant Work Experience:	Minimum of 1 year Assembly Experience
Career Level	Experienced (Non-Manager)
Education Level:	High school equivalency, however, equivalent work experience will also be considered.
Location:	Calgary, Alberta, Canada
Required Travel:	Not Required

Guardian Manufacturing Solutions is a fully integrated electronic manufacturer based in Calgary, Alberta, Canada. With a western Canadian presence, we are a leading manufacturing service provider serving a wide variety of markets including oil & gas, wireless communications, medical, agriculture, GPS navigational, entertainment, consumer and geophysical. The client list and our dynamic company continue to grow and evolve.

In today's increasingly competitive market our success continues to be built on our steady commitment to our valued customers, providing them with superior quality and value, maintaining a high level of customer satisfaction and a company of which employees are proud to be a team member.

At Guardian we know the value of accountability, embracing change, being flexible, continuous learning, and being proactive, seeking ways to improve before we are forced to. We are honest, self-critical, hardworking, open and respectful of our team members. We are willing to step forward and take on the big challenges to successful completion.

We become working partners with our clients and respect the confidentiality of customer communications and information. We understand that they are relying heavily on us to deliver superior workmanship, exceptional products and to deliver on time. Their success is our success.

Guardian is a LEAN organization, ISO 9001 certified and products are manufactured to IPC-610 standards.

Once you choose to join the team at Guardian Telecom Inc., you will be rewarded with a competitive salary, benefits, and training programs that set us apart from other organizations.

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### **Job Description**

A member of the Electronics Products team based in our modern manufacturing plant in Calgary, Alberta, Canada, the Mechanical Assembler is a highly organized, responsible individual who works effectively with minimal supervision in a team environment.

This person is responsible for assembling products according to plans and instructions.

Duties and responsibilities are specified in the Quality Policy Statement, the Quality Manual and the Procedures Manuals.



### **Key areas of responsibility**

- Work in accordance with assembly procedure, in a quick and efficient manner.
- Answer to the Production Controller or if directed, the Line Prime for work detail.
- Follow quality guidelines and procedures.
- To build products as assigned by the Production Controller or Line Prime according to the Work Instructions or Samples.
- To follow all ESD methods when required.
- To follow all safety procedures when required.
- To maintain all tools in a clean manner and return to proper storage area when finished
- To report all manufacturing and / or quality problems with either parts, equipment, etc. to the Production Controller or Line Prime
- To ensure all Work Order Kits are binned properly.
- Make any suggestions on ways to improve efficiency to either the Production Controller or Line Prime.
- To ensure all paperwork assigned is completed i.e. signing out scrap, Run Tracking Forms.
- Assist with other duties as required.

### **QUALIFICATIONS**

*To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **EDUCATION**

High school equivalency, however, equivalent work experience will also be considered.

#### **EXPERIENCE**

Minimum of 1 year Assembly Experience.

#### **OTHER**

You must have proficient verbal & written English skills and sound interpersonal skills. This position requires someone who is highly self-motivated with a proven ability to work successfully in a team environment and take direction. Candidates should have strong time management and organizational skills as well as an ethical and positive attitude.

Guardian employees must not disclose confidential organizational process or financial information. Their total commitment to our valued customers means that we respect the confidentiality of all customer communications and information.



## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand for long periods of time, move around equipment and is required to walk within the building.

This position requires moderate level of hand to eye coordination and dexterity.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This team member works within a modern manufacturing facility using hand tools and computerized equipment.

The noise level in the work environment is usually moderate.

## **Instructions for submitting resumes**

Guardian Manufacturing Solutions would like to thank all submitters in advance for their interest in our organization. All resumes are kept on file (unless the sender requests otherwise) for a period of up to six months. All applicants are welcome to forward an updated resume apprising us of changes to your qualifications. Please identify if your information should not be kept on file when you submit them.

You must be legally employable in Canada to be considered for employment. Guardian welcomes qualified applications from women and men, including members of visible minorities, aboriginal peoples and persons with disabilities.

Please state the position that you are submitting your resume for.

You may submit your resume through one of the following methods:

Attention: Human Resources  
Our website: [www.guardianmanufacturing.com](http://www.guardianmanufacturing.com)  
By e-mail\*: [resume@guardianmanufacturing.com](mailto:resume@guardianmanufacturing.com)  
By fax at: 403 253-4967  
By mail at: **Guardian Telecom Inc.**  
7552 - 10th St. N.E.,  
Calgary, Alberta, Canada  
T2E 8W1

No Phone Calls Please.

\*Be sure to include your resume and cover letter in MS Word or as a PDF document. Guardian is not responsible for lost, misdirected or late submissions. Submitters are responsible for making their own arrangements on items that need to be returned to them.



For more information on Guardian Manufacturing Solutions, please visit our web site, [www.guardianmanufacturing.com](http://www.guardianmanufacturing.com)

Information on Guardian Telecom Inc. can be found at [www.guardiantele.com](http://www.guardiantele.com)