



**POSITION DESCRIPTION**

**Position:** ACC Associate-Entry Level  
**Reports To:** ACC Team Leader/Product Manager  
**Salary Grade:** Hourly  
**Target Bonus:** N/A

**Business Unit:** \_\_\_\_\_  
**Function:** \_\_\_\_\_  
**Location:** WPW Washington

**Summary of Position:** Process Orders/Assemble Coax Cable Assemblies

**Dimensions and Scope:**

Direct Reports:	<u>0</u>	Revenue Responsibility:	<u>0</u>
Dotted Line Reports:	<u>0</u>	Budgetary Responsibility:	<u>0</u>

**Principal Responsibilities:**

1. Assemble Coax Style Cable Assemblies -- Various "RF" style connectors per specifications.
2. Test Cable assemblies per specifications.
3. Build panels and wallplates, inserting connectors into panels and wall plates per specifications
4. Perform cycle counts and physical inventory as directed.
5. Process cuts and sample orders -- "Respooling," Custom Packaging.
6. Process sales orders through BPCS and specified shipping systems-UPS/FedEx.
7. Provide input to Sales Dept. regarding delivery times and shipping status as directed.
8. Provide welcoming environment to "Will Call" customers by being attentive and polite.
9. Maintain clean work area.
10. A total commitment to Safety.
11. Must be able to comply with the company attendance policy.
12. Completes all other duties as assigned.

**Experience Required:**

1. One year work experience, minimum, in a manufacturing environment.

**Competencies Identified:**

1. High School diploma or equivalent.
2. Able to follow written instructions.
3. Identify colors of cable correctly.
4. Must be reliable, work independently and have troubleshooting skills.
5. Must have a solid work history.