



## SMT Intern

**Job ID#:** 2022-09A  
**Regular/Temp:** Temp/Temp to Perm  
**Full-Time/Part-Time:** Part-Time

### **3 Steps to CME Hiring:**

1. **Complete Application at [ApplicantPro](#)**
2. **Take Both Predictive Index Assessments**
3. **Gather Info for Interview:** Last 2 W2's, Complete Background Check Form, COVID-19 Vaccination Card

### **Job Summary:**

Are you someone who has a passion for solving problems? As our Surface Mount Technology (SMT) intern, you will provide assistance to operations personnel using state of the art equipment, help monitor the quality of work, and assist in addressing all manufacturing issues. You will assist with the daily SMT manufacturing operations including process and procedure improvement activities, will program and design SMT equipment, and will function as a member of the manufacturing team, contributing skills and capabilities toward eliminating non-added value elements in CME's manufacturing process!

### **Duties and Responsibilities:**

- Assists in approving bare boards and components by confirming specifications, conducting visual and job order accuracy; rejecting and returning unacceptable materials as needed
- Ability to run SMT equipment including but not limited to: Paste printer, pick and place, reflow oven etc.
- Load programs, monitor and basic troubleshooting of PCBA manufacturing equipment working with engineering to resolve issues as needed.
- Adhere to ESD regulations. Test work bench ESD mats and ESD floor for resistivity if needed
- Assist in ensuring all stations are producing product that meet the company's quality standards
- Recommend changes to management on staff, technology, process/procedure, materials, equipment requirements or improvements to products/services and implements
- Assist in evaluating and modifying the manufacturing material workflow for increased throughput and productivity if applicable
- Attend and participate in regular production meetings
- Adhere to all IPC, ISO and OSHA standards applicable to the responsibilities above
- Assist in verifying work instructions to ensure efficiency/comply with safety and regulatory standards
- Prepare and submit reports to management if required
- Other duties as assigned

## **Job Qualifications:**

- Coursework in printed circuit board manufacturing
- Ability to design and program SMT equipment
- Strong interpersonal, verbal and written communication skills
- Strong sense of personal ownership and drive for quality
- Knowledge of J Standard, IPC610, IPC620 is desired
- General knowledge of electronic manufacturing processes
- Good written and oral communication skills Clerical and computer skills, Proficient with MS Office: Word, Excel, PowerPoint, Access
- Ability to multitask and prioritize work to meet tight deadlines.
- Strong problem solving and teamwork skills. Flexible with changing assignments and priorities
- Physical demands include but are not limited to: ability to lift 50 lbs., able to conduct visual inspections, and ability to walk and stand 70% of the day

## **MINIMUM REQUIREMENTS NEEDED:**

- **0-2 years of experience in manufacturing; circuit board design, manufacturing, or troubleshooting preferred.**
- **Work schedule projected to be 20-40 hours per week** (flexible to class scheduling).
- **COVID-19 Vaccinated.**
- **Completion of Require Predictive Index Assessments (behavior & cognitive), Background Check, Reference, Credit, & Drug Testing**
- **Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," per regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum. CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.**

**Travel Percentage Required:** Minimal & Usually Local to Vendors. 0% -5%

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***CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.***