

Nortech Systems, Inc.
Bemidji-Wire and Cable

Please email a cover letter, resume, and salary history to:
dbonner@nortechsys.com , or fax to the attention of Darrell Bonner, HR at (218)
333-0223.

Job Title: Engineering Technician
Department: Engineering
Reports To: Operations Manager
FLSA Status: Non-exempt
Prepared Date: 05/27/10
Approved By:
Approved Date:

Summary: Assist the Engineering department with various tasks, including data entry, reports, documentation control, and ECN tracking/follow-through.

Essential Duties and Responsibilities: Provides support to customers and location in all or some of the following areas:

- Interfaces with customers to assess and document requirements
- Working with quote packages
- Working with tooling databases
- Standards databases, including streamlining and automation
- Establish auditable product/part document systems
- Responsible to enter all Bills of Materials into Visual system, as well as maintain BOM's with updates and changes
- Coordinate/assist with customer SCR/ECR/ECO's and ECN's
- Coordinate PCR's per ISO procedure
- Improve product data management systems
- Coordinate engineering prototype builds
- Support continuous improvement activities
- Support process capabilities evaluations and improvements (documents, tooling, methods, workmanship)
- Interpret customer prints/bills of materials/special requirements, etc.
- Corrective action systems: both internal and external customers
- Maintain applicable manufacturing, quality and materials records

Qualifications To perform this job successfully, 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.

Education and/or Experience

- Bachelors degree in related field preferred, but not required
- 2-3 years production experience

Language Skills

Ability to read and interpret documents such as; blueprints, operating instructions procedure manuals and safety rules. Ability to write routine reports and correspondence

with high level of accuracy and professionalism. Ability to speak effectively before groups. Ability to negotiate.

Mathematical Skills

Basic math skills, such as, addition, subtraction, multiplication, division, unit of measure, and percentages/ratios to calculate pricing, discounts, specifications and units of measure

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills

Demonstrated proficiency with Microsoft Office (Word, Excel, Powerpoint)
ERP system experience preferred.

Certifications, Licenses and Registrations

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 sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to walk, stand, and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral 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. The noise level in the work environment is usually moderate.

Comments: This job description in no way states or implies these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor or manager.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.