



Parallax Inc.
599 Menlo Drive, Ste. 100
Rocklin, CA 95765
(916) 624-8333

Light Assembly Agent Available Immediately

Parallax, Inc. is a small privately held company located in Rocklin, California. Parallax designs and manufactures microcontrollers and robotic kits for STEM education, hobby, and commercial products. Parallax is actively recruiting for the position of Light Assembly Agent to assemble our final kits before shipping to the customer.

Job Description and Requirements:

This full-time, non-exempt level position is responsible for various duties that take place within the warehouse and manufacturing departments. In addition to the key responsibilities listed below, a successful Assembly Agent will demonstrate pride in one's work from start to finish, be proactive in reviewing processes, collecting data to achieve greater efficiency, and making recommendations on how to improve the overall quality of Parallax assembly methods. The specific duties and requirements include, but are not limited to the following:

- Learn from our existing team, who will apply a disciplined work ethic with a focus on efficiency.
- Read a written job sheet, pull all necessary parts from inventory, job set-up while meticulously organized, and build the job. Jobs will be sub-assemblies of raw materials of electronic components and for finished goods. Double check final quantities; find and correct any errors.
- Tremendous attention to accuracy and detail; ability to count with focused energy.
- Ensure timely and accurate assembly according to orders.
- Interested and able to work well in a fast work environment.
- Must be a self starter and intrinsically motivated.
- Able to read and follow written instructions.
- Desire and ability to communicate openly, in person, with peers to achieve results when issues are encountered or questions raised.
- Exhibit a cooperative and conscientious manner with all coworkers.
- Model a strong work ethic with a "can do" attitude.
- Ability to prioritize and re-prioritize tasks.
- Comply with established quality control procedures.
- Create and maintain an organized and pristine work space.
- Willingness to take on other duties as assigned.
- Ability to lift up to 50 lbs.

Salary determined on employment, commensurate with experience, qualifications and enthusiasm. Hourly range is from \$15.00 to \$20.00 per hour. We do not allow the use of phones during working hours for this position.

Applications in the form of a cover letter and resume can be submitted to jobs@parallax.com

Check out our web site for more details about Parallax <http://www.parallax.com>