



# National Electrostatics Corp.

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## ASSEMBLY & TEST ASSISTANT

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp., or NEC, is always looking for the best, quality candidates to join our family. Being a part of the NEC family offers many rewards including being a part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years.

The Assembly and Test Assistant is a full time, non-exempt position and is responsible for assisting the Assembly and Test Technicians/Engineers.

### **Job Title: ASSEMBLY & TEST ASSISTANT**

(7:00 a.m. - 3:30 p.m., Monday-Friday)

### **Qualifications:**

1. Mechanical aptitude
2. Experience maintaining and repairing machinery preferred with competence with hand tools
3. Experience with personal computers
4. Familiarity with basic electrical circuits is a plus
5. Average or better ability to read and write in English
6. Ability to carry out instructions provided in either written, diagram or oral form
7. Strong attention to details
8. Familiarity reading engineering drawings (blueprints) and parts lists preferred
9. Ability to communicate easily and effectively with colleagues and customers
10. Self-directed, as well as team oriented

### **Responsibilities or Duties:**

1. Assist in crating, packing, loading and/or unloading incoming and/or outgoing shipments
2. Assisting technicians/engineers in assembly of the systems and/or components
3. Gather parts, drawings, etc. as needed for system assembly projects
4. Other duties and special projects as assigned

### **Physical Requirements:**

1. Ability to lift 50 pounds
2. Ability to perform operations of manual dexterity, lifting, bending, crouching, squatting, twisting and reach overhead
3. Eyesight vision of, or corrected to 20/20
4. Ability to use common hand and power tools (saw, nailer, wrench, screwdriver, etc.)

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential

functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.*

*NEC is an Equal Opportunity Affirmative Action Employer - M/F, Vet/Disability.*