



► Job Description

Positions	Location	Job Description	Job Requirements
HR Management	Chihuahua, Mexico	<ol style="list-style-type: none"><li>1. Talent recruitment</li><li>2. Payroll process</li><li>3. Manage training courses for new employee</li><li>4. E-system implementation</li><li>5. Labor relationship</li></ol>	<ol style="list-style-type: none"><li>1. Familiar with MS Office system</li><li>2. 500+ people factory experience is preferred</li><li>3. Experience at least 2 years in the HR area</li><li>4. Can use English/ Spanish to communicate</li></ol>
Administrative Management	Chihuahua, Mexico	<ol style="list-style-type: none"><li>1. Environmental management system standard ISO14001 management (energy, chemicals, waste, lighting flow, air pollution, water system management)</li><li>2. Occupational safety and health management system standard ISO 45001/OHSAS18001 management (safety, fire protection, emergency response, 5S management, CCTV management)</li><li>3. The five requirements of RBA's electronic industry code of conduct (including labor, health and safety, environment, ethics and management system) management</li><li>4. Newcomer education and training, E-oriented teaching materials and E-oriented SOP documentation and management</li><li>5. Administrative affairs, leave and employee care</li></ol>	<ol style="list-style-type: none"><li>1. More than three years work experience in occupational safety</li><li>2. Familiar with MS Office system</li><li>3. Cheerful personality, positive sense of responsibility, good at communication and coordination</li><li>4. Occupational Safety Certificates (Class A is preferred)</li><li>5. Other certificates are preferred</li><li>6. Experience in occupational safety projects or administrative general affairs related to electronic manufacturing plants is preferred</li></ol>
Management Trainee	Chihuahua, Mexico	<ol style="list-style-type: none"><li>1. Verification of the Account Value and Movements</li><li>2. Payment Application</li><li>3. Audit and Approve the applications, tickets, formats, etc.</li><li>4. Establish, Review, Improve and Execute Procedures</li><li>5. Shop Floor System: Check Data, Operate the System and Analyze Information</li><li>6. Purchase Analysis and Execution for the General Materials, as well as for the MRO Materials for Warehousing Equipment.</li><li>7. Operation, Setting and Basic Maintenance for Label Printers</li><li>8. Administration Support</li></ol>	<ol style="list-style-type: none"><li>1. High Numeracy</li><li>2. Proficiency in MS Office</li><li>3. Understanding of BOM Logic</li><li>4. Cost Consciousness and Professional Experience in Working in Factories is preferred.</li><li>5. Accounting Background is a plus</li></ol>
NPI Process Engineer	Chihuahua, Mexico	<ol style="list-style-type: none"><li>1. New technology search and development)</li><li>2. New products RFQ/ DFM/ DoE</li><li>3. New material RFQ/ DFM/ DoE</li><li>4. New products trial run</li><li>5. Defects analysis</li></ol>	<ol style="list-style-type: none"><li>1. Familiar with electronic circuit, semiconductor/package process</li><li>2. Familiar with PCB-related material /SMT/DIP process technology.</li><li>3. Familiar with washing / conformal coating process, production process design / flow design, DFM, defect analysis., IPC industrial specifications, and fixture design.</li><li>4. Excellent oral /written reports/good leadership communication skills/overseas working experience. Enthusiasm for work.</li></ol>
Equipment Engineer	Chihuahua, Mexico	<ol style="list-style-type: none"><li>1. Equipment sustain and trouble shooting</li><li>2. Root cause investigation, countermeasure and preventive solution</li><li>3. Maintain repair report and even log</li><li>4. Follow up suppliers</li><li>5. Equipment improvement and prepare SOP</li><li>6. Maintain the spare stock and alternative component study</li><li>7. Prepare and implement maintenance plan</li><li>8. Maintain asset of TLA equipment</li></ol>	<ol style="list-style-type: none"><li>1. Must be engineering degree such as EE/ME or Mechatronic</li><li>2. +3Y experience in equipment maintenance with strong trouble shooting capability.</li><li>3. Familiar with office, PFMEA and RCA (root cause analysis) and PLC</li><li>4. Prefer automobile industry and knowledge of IATF/16949</li><li>5. Flexible for shift rotation</li></ol>

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Industrial Engineer	Chihuahua, Mexico	<ol style="list-style-type: none"> <li>1. Daily work and PPAP maintenance (SOP, SAP, Capacity plan, flow chart)</li> <li>2. Manpower/capacity planning</li> <li>3. Factory/line layout planning and maintenance</li> <li>4. On-site efficiency improvement / new product project progress tracking</li> <li>5. Cost/Expense Charge Assessment and Calculation</li> </ol>	<ol style="list-style-type: none"> <li>1. Proficient in office</li> <li>2. Experience in SMT/DIP manufacturing is preferred</li> </ol>
Manufacturing Project Manager	Chihuahua, Mexico	<ol style="list-style-type: none"> <li>1. Information integration and execution of PCB manufacturing department. Monitor production quality and improve efficiency.</li> <li>2. Work arrangement and exception handling notification.</li> <li>3. Manage and control production material consumption and demand. Machine equipment inspection.</li> <li>4. Manage the production demand, control the production material and inspect the equipment.</li> <li>5. Plan the training and skill improvement of technicians and foreman in the unit. Train technicians in versatility. Schedule the skill improvement.</li> <li>6. Responsible for SMT process monitoring quality, environmental system, 6S, safety and health. Implement, promote, improve and guide.</li> <li>7. Responsible for SMT, including: implement the system promote, improve the quality, and guide the 6S to improve safety and healthy environmental working area.</li> <li>8. Coordination and communication between departments to keep production meet the capacity and complying with standard operating requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Proficient in office. Shifts are required.</li> <li>2. Experience in SMT/DIP manufacturing is preferred</li> </ol>
Maintenance Engineer	Chihuahua, Mexico	<ol style="list-style-type: none"> <li>1. Planning maintenance schedule and maintenance of factory mechanical and electrical equipment</li> <li>2. Operation and maintenance of high voltage power distribution</li> <li>3. Operation and maintenance of air conditioning equipment</li> <li>4. Maintenance of air compressor/nitrogen equipment</li> <li>5. Wastewater plant management and operation</li> </ol>	<ol style="list-style-type: none"> <li>1. More than three years work experience.</li> <li>2. Familiar with MS Office system.</li> <li>3. Graduated from Department of Mechanical or Electrical Engineering / Department of Refrigeration and Air Conditioning / Department of Mechanical Engineering / Department of Electrical Engineering</li> <li>4. 500+ people factory experience is preferred</li> <li>5. Class C technical certificate or above is preferred</li> <li>6. Can use English/ Spanish to communicate</li> </ol>
Quality Control	Chihuahua, Mexico	<ol style="list-style-type: none"> <li>1. Understand customer needs and requirements to develop effective quality control processes</li> <li>2. Oversee all product development procedures to identify deviations from quality standards</li> <li>3. Set up NPI routers, label ,control point and FMEA</li> <li>4. Engaging with customers and gathering product feedback</li> <li>5. Producing statistical reports on quality standards</li> <li>6. Be on the lookout for opportunities for quality improvement</li> <li>7. Supervise inspectors, technicians and other staff and provide guidance and feedback</li> <li>8. Examining the quality of raw materials that are used in production</li> <li>9. Daily Weekly report to upper management on quality issues</li> <li>10. Host regular quality meeting to improve process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Proficient in office / Minitab / Familiar with PFMEA/DFMEA/SPC/MSA</li> <li>2. Experience with IATF/16949 system</li> </ol>