

**Job Description**  
**Electro-Mechanical Technician**

Type of Job – Full Time – Exempt  
Location – Charlotte, North Carolina

**Job Summary**

This position reports to the Assembly Manager and is principally responsible for the mechanical assembly, testing and troubleshooting of ultra-precision machines and other Nanotechnology products. Limited electrical assembly support will be required. We are a dynamic Company; the responsibilities and functions of the position will be adjusted as we continue to grow. Assembly staff are responsible for supplying their own personal toolbox and basic hand tools (sockets, wrenches, screwdrivers, etc.).

**Core Responsibilities**

- All forms of assembly, testing and debugging on a wide variety of more complex precision assemblies.
- Completes assigned tasks with reasonable guidance and/or supervision.
- Compiles and maintains accurate customer documentation files as they relate to product specifications and actual results. Document critical assembly procedures and file for future use.
- Ensures quality standards are met throughout all steps of the assembly process.
- Performs advanced assembly of products according to established specifications and instructions.
- Reads, interprets, and follows basic blueprints, diagrams, engineering drawings, specifications, bills of materials, and other written instructions or procedures to accurately assemble equipment and products.
- Identifies product defects and complete appropriate documentation when defects are identified.
- Performs basic levels of de-bugging, testing, and calibration of machining systems.
- Proactively interfaces, as a team player, with all departments to assure timely delivery of our products.
- Adheres to and meets strict production schedules through personal time management and advanced planning of necessary parts availability.
- Maintains a clean and organized work area.
- Ensures safe work practices are followed.
- Complies with safety regulations.
- May be required to work overtime, including weekends.
- Perform other duties as assigned by management.
- Intermittent travel to our NH facility for training and as needed will be required.

**Education and Experience**

- High school diploma or equivalent.
- General machine tool assembly or operation experience.
- Minimum 2 to 5 years of experience in related or similar industry.
- Experience reading blueprints and drawings.

**Competencies**

- Mechanical skills.
- Focus on quality and attention to detail.
- Troubleshooting skills.
- Team player.
- Time management/planning.
- Ability to communicate with others.

Must hold a valid US Passport or be able to obtain one.

To apply for this position, please send your resume to: [careers@nanotechsys.com](mailto:careers@nanotechsys.com)