



► Job Description

Positions	Location	Job Description	Job Requirements
HR Management	Chihuahua, Mexico	<ol style="list-style-type: none">1. Talent recruitment2. Payroll process3. Manage training courses for new employee4. E-system implementation5. Labor relationship	<ol style="list-style-type: none">1. Familiar with MS Office system2. 500+ people factory experience is preferred3. Experience at least 2 years in the HR area4. Can use English/ Spanish to communicate
Administrative Management	Chihuahua, Mexico	<ol style="list-style-type: none">1. Environmental management system standard ISO14001 management (energy, chemicals, waste, lighting flow, air pollution, water system management)2. Occupational safety and health management system standard ISO 45001/OHSAS18001 management (safety, fire protection, emergency response, 5S management, CCTV management)3. The five requirements of RBA's electronic industry code of conduct (including labor, health and safety, environment, ethics and management system) management4. Newcomer education and training, E-oriented teaching materials and E-oriented SOP documentation and management5. Administrative affairs, leave and employee care	<ol style="list-style-type: none">1. More than three years work experience in occupational safety2. Familiar with MS Office system3. Cheerful personality, positive sense of responsibility, good at communication and coordination4. Occupational Safety Certificates (Class A is preferred)5. Other certificates are preferred6. Experience in occupational safety projects or administrative general affairs related to electronic manufacturing plants is preferred
Management Trainee	Chihuahua, Mexico	<ol style="list-style-type: none">1. Verification of the Account Value and Movements2. Payment Application3. Audit and Approve the applications, tickets, formats, etc.4. Establish, Review, Improve and Execute Procedures5. Shop Floor System: Check Data, Operate the System and Analyze Information6. Purchase Analysis and Execution for the General Materials, as well as for the MRO Materials for Warehousing Equipment.7. Operation, Setting and Basic Maintenance for Label Printers8. Administration Support	<ol style="list-style-type: none">1. High Numeracy2. Proficiency in MS Office3. Understanding of BOM Logic4. Cost Consciousness and Professional Experience in Working in Factories is preferred.5. Accounting Background is a plus
NPI Process Engineer	Chihuahua, Mexico	<ol style="list-style-type: none">1. New technology search and development)2. New products RFQ/ DFM/ DoE3. New material RFQ/ DFM/ DoE4. New products trial run5. Defects analysis	<ol style="list-style-type: none">1. Familiar with electronic circuit, semiconductor/package process2. Familiar with PCB-related material /SMT/DIP process technology.3. Familiar with washing / conformal coating process, production process design / flow design, DFM, defect analysis., IPC industrial specifications, and fixture design.4. Excellent oral /written reports/good leadership communication skills/overseas working experience. Enthusiasm for work.
Equipment Engineer	Chihuahua, Mexico	<ol style="list-style-type: none">1. Equipment sustain and trouble shooting2. Root cause investigation, countermeasure and preventive solution3. Maintain repair report and even log4. Follow up suppliers5. Equipment improvement and prepare SOP6. Maintain the spare stock and alternative component study7. Prepare and implement maintenance plan8. Maintain asset of TLA equipment	<ol style="list-style-type: none">1. Must be engineering degree such as EE/ME or Mechatronic2. +3Y experience in equipment maintenance with strong trouble shooting capability.3. Familiar with office, PFMEA and RCA (root cause analysis) and PLC4. Prefer automobile industry and knowledge of IATF/169495. Flexible for shift rotation

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