

Engineering Assistant (*Temporary Full-Time with Regular Full-Time potential*)

Available Immediately

Parallax, Inc. is a small privately held company located in Rocklin, California. Parallax designs and manufactures small single-board computers and microcontroller development tools that are used by engineers and hobbyists. Our current product line consists of BASIC Stamp® computers, SX microcontroller development tools, educational tools, robotics kits, and accessories.

Parallax is looking for an enthusiastic, self-motivated, and knowledgeable individual to work as an Engineering Assistant with the Parallax Engineering Team. This position was designed to support Parallax Engineers and to offer an exceptional learning opportunity to a college level student; some flexibility is possible with the work schedule. The Engineering Assistant will report to the Inventory/Production Manager and meet weekly with the Inventory/Production Manager and two Hardware Engineers; these meetings will chart progress, instigate evaluation, and future planning. If you are hard-working, interested in working with electronics, have a high attention to detail and a penchant for perfection, read on.

Requirements:

- Ideal candidate is currently enrolled in college and working toward a degree in engineering; preferably in the 2nd year of electronic curriculum
- General knowledge of the PC, basic electronics, electronic assembly, and component identification
- Pass a basic entry level test
- Proficiency using ¹ Microsoft Office® software (Word, Excel, Outlook Exchange and Power Point preferred)
- Safely and proficiently use basic hand tools
- Excellence in cooperation, coordination and communication is expected at all times
- Must be able to read, interpret, and follow electronic schematics
- Comfortable in a work environment where multi-tasking, problem solving, and other tasks are done with completeness

Job Description:

The Engineering Assistant will work with the design engineers to perform the engineering tasks associated with taking a project from the idea phase to completion. During this process, you will be required to:

- Identify, locate, and qualify specific electronic components
- Work with the Purchasing Agent to procure said components
- Compile and maintain lists of components on a product-by-product basis
- Assemble a prototype of the design using both surface mount and through-hole technology based parts
- Draw assembly diagrams and write instructions for the Manufacturing Department
- Work with the Manufacturing Department to assure the procedures are understood and to correct issues as they arise
- Fabricate simple test jigs and write small test programs for manufacturing
- Technical writing and simple programming skills are preferred; simple PBASIC programming is a plus

Other related duties:

- Troubleshoot and repair simple circuits
- Assemble electronic components onto printed circuit boards
- Design, create, and program 'Demo Units'
- Inspire and brainstorm with the design engineers
- Work with customers directly and speak publicly regarding technical matters
- Willingness to learn and perform additional duties if requested.

Salary determined on employment, commensurate with experience, qualifications and enthusiasm.

Application consists of a resume to:

Human Resources Manager at Parallax Inc.

599 Menlo Drive, Suite 100

Rocklin, CA 95765

Fax (916) 624-8003

jobs@parallax.com

Check out our website for more details about Parallax www.parallax.com

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