

Job Description

As an Optician you will be responsible for performing set-up and operational functions on a variety of CNC and conventional machines to produce high precision optics. A successful candidate must display a strong optical/mechanical aptitude, and give excellent attention to detail and quality. Good communication skills and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form are required. Duties, responsibilities, and activities may change at any time with or without notice.

Job Functions:

- Work from drawings, sketches, and specifications to perform all aspects of CNC machining.
- Safely and properly set-up and adjustment manufacturing equipment and supporting metrology equipment to obtain close tolerances of machined optics without supervision.
- Perform trouble shooting and maintain the manufacturing machines per ISO standards.
- Design and install all required tooling from tooling data and set-up instructions.
- Perform visual inspections of optics for defects related to fabrication.
- Perform optical quality checks at all stages of production using any of the metrology equipment necessary.
- Perform cleaning operations to keep work area machinery maintained per company ISO requirements.
- Provides feedback on trends, and recommending process improvements
- Completes and maintains all necessary records per company ISO requirements.

Specialized Knowledge and Skills

- Maintains work area in a clean and safe fashion
- Must possess a positive attitude
- Self-motivated worker that can work independently and with a team.
- Good communication skills: verbally and in written
- Demonstrate attention to detail.
- Ability to manage time efficiently
- Ability to quickly adapt to change.
- Proficient math skills.
- Good hand/eye coordination
- Good manual dexterity
- Basic computer skills, including being proficient in Microsoft Office

Education:

- High school diploma or GED.
- AA or BA/BS degree or technical training with an emphasis on optical fabrication is desirable

Experience:

- 2-3 years of direct optical experience utilizing the skills and requirements outlined above.

Optical Quality Control Technician

Archer OpTx, Inc. is seeking Optical Quality Control Technicians. Selected candidates will work alongside other technicians and engineers to maintain the ultra-high quality standards that Archer OpTx, Inc. is known for worldwide. He or she will be responsible for performing optical component inspections utilizing the most sophisticated optical inspection equipment in the industry to characterize all of our product offerings. Good communication skills and the ability to interpret a variety of data is required. The ideal candidate will possess the following skills:

Additional responsibilities and requirements:

- Works from drawings, sketches and specifications in completing inspections
- Performs machine set up and calibration with given instructions.
- Maintains work area in a clean, safe and orderly fashion
- Has basic skills in Microsoft based computer programs
- Has basic understanding of optical principals
- Has great attention to detail
- Able to follow instruction, manage time, and prioritize projects given
- Able to perform the same task repetitively

Sales Administrator

The sales administrator will work together with the sales team to provide excellent customer service. He or she will handle important administrative tasks such as: tracking orders, open invoices, tradeshow logistics, and act as an extension of the sales team when representatives are out of the office. The ideal candidate will be very detail oriented, have excellent clerical skills; as well as, a good communicator. It is also important that the sales administrator be flexible, as the day to day requirements may vary.

Additional Responsibilities:

- Tradeshow Logistics
 - Shipping booth, literature, giveaways, etc.
 - Coordinate show entries and booth allocation
 - Assist with all aspects of sales while representatives are out of the office
- Tracking Orders
 - Package and coordinate shipments of orders with the appropriate sales representative to assure orders are going out.
 - Liaise with planning on inventory status; making sure that records are accurate
- Customer Satisfaction Surveys
 - Coordinate with sales representatives to send out quarterly customer satisfaction surveys, and report feedback
- Extraneous Customer Documentation
 - Process any documentation requested by customers

Requirements:

- Touch type
- Familiar with Microsoft Office: Word, Excel, and Outlook
- Familiar with Adobe Acrobat
- Familiar with QuickBooks (preferred)
- Familiar with FedEx, UPS, and DHL online shipping (preferred)
- Ability to communicate effectively with different departments
- Detail oriented
- Excellent clerical and time management
- Self-motivated