

# Job Description

## Component Engineer

Melbourne-Mnemonics-Inc.

### US CITIZENSHIP REQUIRED

#### SUMMARY

Performs moderately complex assignments to develop and implement internal reliability standards for electronic components. This individual has the responsibility and authority to perform the assigned tasks listed below.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under limited supervision, prepares recommendations for customers, and design engineers on the selection and application of electronic components.
- Review customer documentation, drawings, parts lists, and Engineering Change Orders for implementation into MRP system.
- Manage and interact with MRP database to include building Bill of Materials and approved manufacturers listing.
- Maintain and monitor Mnemonics active components for DMSMS (Diminishing Manufacturing Sources and Material Shortages) issues.
- Perform BOM scrubs for lifecycle analysis through third party subscription services.
- Identify obsolescence issues and provide alternate component options.
- Prepare and update Specification/Source Control Drawings (SCDs) and Engineering Change Orders (ECOs) for Mnemonics components.
- Working knowledge of Military Standards and Specifications.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Responsible for performing other related tasks deemed necessary by superiors.
- Work closely with Purchasing, Material Planner, and Configuration Management to coordinate job kick offs and change order maintenance.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Requires an exercise of judgment and knowledge of company policies and procedures. Requires a BS degree in Engineering and 2 years related experience or 6 years as Electrical Technician and/or component specification and selection.
- Due to the sensitivity of customer related requirements, U.S. Citizenship is required.
- Excellent history working with cross functional teams.
- Excellent oral and written communication skills
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: DOE

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

## **About Mnemonics, Inc.**

For over 45 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website [www.Mnemonics-inc.com](http://www.Mnemonics-inc.com) fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire.

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