

TELEDYNE REYNOLDS, INCORPORATED

Job Opportunities as of July 26, 2016

We are a supplier of High Voltage components and interconnect Systems for the Aerospace Industry. The following are our current employment opportunities:

Accountant 1 - TTJ-5739

Responsibilities:

- Payroll - Process Bi-weekly payrolls for assigned facilities including downloading timekeeping reports and assisting Human Resources and Department Managers to resolve any attendance/paycheck issues. Prepare and maintain Bi-weekly payroll journal entries and payroll reconciliations. Assist and back-up support for Shared Payroll services.
- General Ledger/Reporting - Prepare assigned monthly journal entries, reconcile assigned General ledger accounts monthly, upload monthly actual, forecast and supplemental data into MPC, prepare weekly labor hours reports and monthly Operational Excellence charts.
- Manage fixed assets, intercompany billings, and account reconciliations.
- Assist in Accounts Payable - Processing invoices, expense reports and company credit cards for payment, prepare check runs and e-payable files, calculate and file monthly sales & use tax, work with suppliers and procurement to resolve payment issues, filing.
- Assist in Accounts Receivable - Preparation and submission of customer invoices and credit card payments, collections and cash application, work with customers and Contracts/Program Management to resolve invoicing/collection issues, filing, make cash bank deposits.
- Assist with General Ledger Reconciliations and Inventory Reconciliations
- Support Controller and Accounting Manager when needed
- Other administrative tasks as needed

Requirements:

- Bachelor's Degree in Accounting
- Minimum 1 years previous experience (Manufacturing exp. a plus)
- Proficient and accurate 10 key and data entry skills
- Microsoft Office - Excel, Word and Outlook, Mapics XA and/or MPC experience - a plus
- Good verbal and written communication skills
- Data entry/keypunch skills
- Good organization skills and attention to detail required
- This position will regularly work in excess of 40 hours weekly. Ability to work weekends and evenings when needed for workload is also required.

Must be a U.S. citizen

Assembler 3 - TTJ - 5771

Responsibilities:

- Assembles electronic components, subassemblies and products (Tac soldering, Swaging, Crimping, Wire stripping, Harness assembly, Connector installation)
- Mechanical and Electrical test cables
- Contact and clip insertion

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- Marking and labeling
- Picking/pulling assembly kits

Requirements:

- High school diploma or equivalent, technical school
- 3 years related experience
- Harness assembly experience preferred
- Capable of reading work orders, schematics and wiring diagrams
- Experience using solder system, wire stripper and crimpers
- Ability to lift 50lbs.

Must be a U.S person or U.S citizen

Production Eqpt Opr 1 – TTJ – 5807 (Temporary)

Responsibilities:

- Operates equipment that molds plastic and rubber parts
- Uses mold presses to mold small plastic and rubber parts
- Capabilities include but not limited to monitoring pressures, temperatures and cure times
- Set-ups on molds and molding processes per set-up process instructions
- Set-ups of the tools in injection or transfer presses
- Reads Engineering drawings, specifications and process control documents
- Uses small inspection hand tools, i.e., micrometers calipers and drop indicators
- Enters the settings for the presses and troubleshoot

Requirements:

- High School Diploma or equivalent
- 1 years related experience
- Experience in injection molding
- Experience with setup and processing

Must be a U.S person or U.S citizen

Quality Engineer 2 - TTJ-5864

Responsibilities:

- Program quality support and customer interface
- Product failure investigation
- Providing inspection support
- Material review management
- Disposition of customer returns
- Internal audit support
- Quality documentation development

Requirements:

- Bachelor's Degree in Mechanical, Electrical or other related discipline required
- 5-7 years quality engineering experience
- Must be able to read and interpret Engineering, Quality Assurance, Production and Manufacturing drawings including specification, standards and procedures

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- Must be able to multi-task
- Excellent oral and written communication skills
- Extensive familiarity and practical use of computer applications including MS Word, Excel, Powerpoint
- This position will regularly work in excess of 40 hours weekly. Ability to work weekends and evenings when needed for workload is also required.

Must be a U.S. citizen

Assembler 3 – TTJ - 6027 (Temporary)

Responsibilities:

- Assembles electronic components
- Set up production equipment without assistance
- Operate various equipment, i.e., mold presses, ovens, soldering irons, test and bonding stations, stripping, cutting and packaging machines
- Maintain the basic production output while producing quality product under direct supervision
- Collect materials and documents required to manufacture product in a timely manner
- Direct and assist co-workers with manufacturing procedures
- Perform Test responsibilities in various manufacturing cells

Requirements:

- High School diploma or equivalent
- Minimum 4 years direct experience required
- Certification of IPC 620A and JSTD 001 preferred
- Excellent communication both oral and written
- Must be able to read and understand manufacturing orders
- Must be able to lift up to 25lbs

Must be a U.S person/U.S Citizen

Microelectronics Assembler 3 - TTJ-6056/6057/6058

Responsibilities:

- Assembly of microelectronic subassemblies requires cleaning and prepping the details
- Assembly of subassemblies into top-level assembly
- Final assembly of electronic component and performance of Acceptance Test Plan (ATP) to include burn-in assessment
- Micro Solder assembly, manual picking and placing of microscopic components

Requirements:

- High school diploma or general education degree (GED); or equivalent. Combination of Trade Tech or Educational experience
- 3 to 5 years of related job experience
- Utilize a variety of equipment and tools for handling very small parts
- Requires extended use of a microscope
- Ability to interpret engineering drawings or other visual aids
- Ability to enter ATP results on manual and computer templates
- Ability to demonstrate a high level of attention to detail and quality work

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- Excellent oral and written communication skills

Must be a U.S person/U.S Citizen

Here's how to apply:

External candidates:

<http://www.teledynecareers.com/>

All candidates must create a profile in order to apply for our openings. Once you've created your profile, click on JOB SEARCH to view all of our openings.

Teledyne is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion creed, sex including sexual orientation, gender identity and pregnancy, national origin, physical or mental disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Teledyne Reynolds, please call (310) 823-5491 or email khnguyen@teledyne.com