



Job Title: Test Lab Assistant
Department: Product Development
Reports To: Engineering Manager
FLSA Status: Non-exempt

Summary

This is an entry level opportunity responsible for assisting in product development testing as directed by the Engineering Manager and Project Engineers.

Essential Duties and Responsibilities

- The Test Lab Assistant supports our product development initiatives by conducting product testing using a variety of test equipment and documenting results.
- Set-up and operate a variety of standard lab equipment, and on occasion unique test fixtures for carrying out testing, per test requests with limited supervision.
- Document test results in a professional report format.
- Utilize data acquisition software, thermocouple thermometry, Excel spreadsheets, charts, diagrams, schematics and Word documents to organize and prepare various reports on product testing results as well as corrective and preventative actions.
- Helps maintain testing database for easy lookup of products tested and results for current and future.
- Prepares status updates and presents to Project Engineer or Engineering Manager as appropriate. Maintains clean and orderly workspace.
- Work safely and within OSHA regulations. Keep a clean environment and organize shop tools and area to properly store tools, equipment, hazardous materials, etc.
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School / GED is required
- Previous experience in a Laboratory Environment is a plus
- Must be proficient with Microsoft Office (PowerPoint, Excel)
- Accurate record keeping, basic math skills and the ability to multitask are required

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Always following company lifting guidelines and safety policies.

Dedicated to company and personal core values. Act on those beliefs to earn and maintain respect of customers.

Practice safety and adhere to all company safety policies.

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