

<b>VENDORS EXCHANGE International, Inc.</b>	<hr/> <i>Job Description</i> <hr/>
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**Title:** Electronic Service Technician

**Date:** Revised January 7<sup>th</sup> 2009

**Reports To:** Electronic Service Dept. Operations Manager

Job Purpose: Under the direction of the Electronic Service Dept. Operations Manager and the Service Technician Supervisor performs day-to-day repair on coin mechanisms, bill validators, and control boards. Output meets quality and quantity performance targets.

Job Duties:

- Using appropriate equipment performs repairs on coin mechanisms and bill validators, and control boards.
- Complete required paperwork accurately and completely.
- May be required to inventory materials on work floor and supply production with materials as needed.
- Able to use the computer to look up parts.
- Use the inventory scan to accurately tack inventory parts and equipment.
- Maintain an organized and clean work area.
- Maintain positive relationship with employees and customers.
- Complete assignments other than those listed above as requested.

Qualifications/Experience:

- Strong mechanical aptitude is necessary, soldering experience a plus.
- Posses an associate degree, or military equivalent in applied electronic repair. Knowledge of electrical and programming of electrical equipment.
- This position requires a person who can climb, bend, stoop and reach.
- Must have good manual dexterity, motor coordination and the ability to lift up to 50 pounds.
- Basic math skills and ability to read English and follow directions.
- Good verbal communication skills required.
- Trough hole and SMT soldering experience preferred.
- Prefer self-starters with great team building attributes.

**Approval and Effective Dates:**

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Don Schofield, Plant Manager

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Date