

ROCKFORD CORPORATION

Rockford Corporation, a Tempe based designer, manufacturer and distributor of high performance audio systems for the mobile audio aftermarket and OEM market, is current looking for a part time individual to support documentation for our product development team. This is a part time position and will average approximately 25 - 29 hours per week. Schedule will have some flexibility to meet the needs of both the candidate and Rockford.

Job Title: Documentation / Mechanical Clerk Intern

Education:

- Prefer a Sophomore or Junior majoring in Engineering, Supply Chain Management or Business.
No other majors need apply.

Required Skills:

- Fluent using Windows environment
- Fluent in all Microsoft Office applications.
- Understanding proper drafting/drawing techniques.
- Ability to read electrical and mechanical drawings.
- Knowledge of Solidworks and Auto-cad a PLUS
- Knowledge of Altium or schematic capture CAD a PLUS

Essential Functions & Responsibilities:

- Self-starter who is proactive and detail oriented and can stay on schedule
- Must have the ability to multi-task and manage several projects effectively at the same time
- Process Engineering Change Orders
- Process Deviations and Part Supply Warrants
- Process Drawings and Documentation
- Process ICQ-OQC quality data
- Support Mechanical department in drawing and 3D output.
- Update Documentation database

Interested applicants should send their resume and cover letter to jobs@rockfordcorp.com

Successful completions of drug test and background check are requirements for employment. This position is an Internship, therefore, no benefits apply.