



Dodai Manufacturing Plc.

About the Job

Junior Assembly Technician (Paid Internship)

Type of Employment: Internship

Location: Addis Ababa

Reports to: Manufacturing Supervisor

Purpose of the Position

The Junior Assembly Technician for Dodai will be part of the manufacturing team and will be responsible for the assembly of electric two wheelers (E2W) in an efficient manner.

S/he will be responsible to construct the small parts and components that make up the E2W to create a new product according to the specifications provided by the Factory Operations Manager.

Key Responsibilities

- Perform complex and advanced assembly of products according to established specifications and instructions.
- Perform high precision calibration and advanced adjustments using testing instruments.
- Develop assembly and test procedures to promote production of quality products.
- Monitor the functioning of all equipment and report any problems or substandard conditions to the supervisor.
- Ensure all log books are maintained according to standard operating procedures.
- Perform equipment assembly according to engineering drawings.
- Perform cleaning of all parts as per established cleaning procedures.
- Perform pre-assembly activities such as cleaning and lubricating.
- Conduct product testing and performance testing and record the results.
- Perform final checks and adjustments for any defects to ensure high quality products.
- Perform installation, repair, inspection, reassembly, replacing, refitting, and adjusting products as required.

- Order and stock materials and supplies to avoid materials shortages.
- Receive, unload, unpack and transfer materials to different work stations.
- Assist supervisor during emergency situations such as fire, natural disasters etc.
- Maintain work area clean, safe and orderly

About You

- Level II and above TVET graduate in Automechanics or closely related fields
- Fresh graduate from a well known TVET institution
- Good knowledge of industry-specific factory equipment.
- Preferably proficient in all Microsoft Office applications.
- The ability to multitask
- Outstanding time management skills.
- Excellent analytical and problem-solving skills
- Effective communication skills

Required Skills

- Communication
- Problem solving