



23166 Arroyo Vista  
Rancho Santa Margarita, CA 92688  
Corporate (949) 888-5548  
Facsimile (949) 888-5582

Sarco, Inc., DBA 123eWireless, a manufacturer of RF/Fiber cables and telecom products is looking to hire immediately, Management Trainees to support our aggressive growth plans. We are located in Rancho Santa Margarita, CA.

## **Engineering/Management Trainee**

Management Trainee vacancy is available to college graduates whose education and emphasis is in Mfg./Industrial/Electrical or Electronic Engineering. It is very important that all candidates understand that this is a trainee opportunity and is made available to enthusiastic new graduates who are willing and can demonstrate flexibility in learning our business while being mentored for promotional opportunities.

### Skills and Abilities

- Intermediate computer skills: Word, Excel, Power Point, Outlook
- Willing to learn other computer systems related to Accounting, Materials Planning, Inventory, etc.
- Accuracy and attention to detail
- Be proactive and actively follow-up on pending items
- Ability to prioritize and manage several projects simultaneously
- Ability to maintain confidentiality
- Ability to read and understand written correspondence
- Strong basic math skills- adding, subtracting, multiplying and dividing
- Interpersonal skills, courteous and professional demeanor
- Ability to communicate (verbally and in writing) with personnel, vendors and customers using the knowledge of the structure, content and spelling of the English language
- Flexibility in a fast paced work environment with changing demands in support of the operations.
- Apply critical thinking and problem solving abilities.

### **Minimum requirements for consideration of all positions:**

- *Management/Trainee positions require a willingness to relocate.*
- All positions will work on the assembly lines as part of their training.
- Reports to work on time.
- Demonstrates flexibility with changing demands in a fast-paced environment.
- Willingness to learn products and materials/assembly components, apply good manufacturing practices in performing daily tasks and work overtime as determined by operational demands.
- Become familiar with and comply with quality protocol as they relate to job being performed.
- Pays attention to details, audits own work and that of others.
- Lifting requirement is up to 50 pounds.
- Able to execute job tasks based on verbal instructions, written procedures or by following engineering specifications from drawings.
- Maintains a clean/organized work environment.

- Works within the safety requirements of the job and also promote/apply safety practices throughout.
- Display of a positive attitude and fosters teamwork throughout.