



Operations | East Bay, CA | Full Time
JOB DESCRIPTION

About Us:

Ripcord is the world's first robotic paper digitization company and we are going after the outmoded but very large paper records market (think, medical records, company HR records, company financial records, legal case files, etc). For 30 years we've been talking about the paperless office, but have yet to realize it. Our mission is to be the company that takes the world paperless. We are doing this by building a first of its kind robotic machine and software platform that will completely transform the records management market.

We raised our Series A last year from Kleiner Perkins Caufield & Byers, Lux Capital and Comet Labs. Our seed investors and advisors include Steve Wozniak, Bruce Scott, Chris C Kemp and Jon Callas.

Our team is fun, driven, and energetic. Every day we work with industrial robots, computer vision systems, and a diverse stack of software tools to tie it all together. We play VR, fly drones, and eat too much bacon.

Responsibilities:

Your job as an Operations Technician will include a variety of responsibilities that facilitate our robotic scanning operations. The responsibilities of the Operations Technician position include: commissioning, minor repair, maintenance, and changeovers of our scanning machines. You will be an essential member of our team by providing technical troubleshooting and repair expertise to both the Operations and Engineering Departments. While doing this, you will be working with exciting and innovative technology developed here at Ripcord. Examples of the role responsibilities are:

- Ensure security of confidential documentation by following company security protocol
- Perform equipment troubleshooting, repair, and maintenance activities
- Commission new machines for proper operation
- Recognize and implement areas of continuous improvement to improve flow of work
- Identify and address safety hazards within the machine and work area
- Troubleshooting and maintenance of process equipment and instrumentation
- Assist in assuring efficiency of equipment operation, quality of scanning operations, and safety of all personnel
- Repair electronic components using electronic test equipment and replacement parts
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- Perform related duties similar to the above in scope and function as required by supervisor

Requirements:

- Ability to deal with problems involving ambiguous situations
- Must be organized, able to multi-task, and follow direction from supervisor
- Ability to work in close proximity to others and equipment
- Ability to lift/pull/push 40 lb. multiple times per shift

- Good communication skills and comfortable working well with all team members
- Technical and problem-solving skills
- Mechanical aptitude or background
- Ability to read and understand schematics, details, and wiring diagrams
- Excellent communication skills (written and verbal in English)
- Ability to work available shifts and occasional overtime
- Familiar with Microsoft Office products
- High school diploma or general education degree (GED)
- 1 year of technical trade school/vocational school or equivalent
- Experience with pneumatics, servo motors, automation sensors, electrical, and mechanical systems
- US Citizenship or Permanent Residency
- Ability to pass drug screening and background check

Desired:

- Associate or Bachelor degree in a technical field
- Technical certifications and/or training
- Experience with PLCs and robotic vision
- Advanced knowledge of mechanical and electrical systems

Perks:

- Stock options
- Gym & VR room
- Commuting benefits
- Great leave policy
- 100% of healthcare premiums are covered!