



Production Assembler/General Labor

We are hiring Production Assembler's to join our team!

DUTIES AND RESPONSIBILITIES:

- Produces components by assembling parts and subassemblies.
- Builds and inspects products in a fast-paced production environment.
- Reads and deciphers assembly instructions.
- Uses machines to assemble parts.
- Conducts quality control checks.
- Cleans and maintains work area and equipment.
- Creates and maintain records of production and maintenance activities
- Maintains logs, records, and reports on production, machine maintenance, and product inconsistencies
- Positions parts and subassemblies by using templates or reading measurements.
- Resolves assembly problems; notifying supervisor to obtain additional resources.
- Keeps equipment operational by following manufacturer's instructions, troubleshooting malfunctions, and calling for repairs.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains inventory by checking stock to determine supply levels.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - High School Diploma (or GED or High School Equivalence Certificate) At least one year of experience in a manufacturing environment.
- **Language Skills** –Ability to read, analyze, and interpret assembly instructions. Ability to respond to common inquiries from management. Ability to effectively present information to management. Ability to interact clearly and effectively, in both written and oral communication, with supervisor, staff, etc.
- **Computer Skills** - To perform this job successfully, an individual should be able to interact with electronic machine controls.

COMPETENCIES:

- **Attendance** – Employee consistently shows up on time for work and completes their normal work hours.
- **Attention to Detail** – Can manage multiple projects by determining project urgency in a practical way and creates detailed action plans.
- **Communication** – Understands clearly and quickly when instructions or orders are received; asks questions and relays messages when needed.
- **Organization** – Can gather materials and supplies to get things done. Can do multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges materials and supplies in a useful manner.
- **Safety** – The employee is safety conscious about the work environment and equipment. The work area is free of debris to prevent trip and slip hazards. All products and equipment are stored in its proper location. All safety guards and other safety devices are in its proper location, are functional, and utilized effectively on a consistent basis. Standard operating procedures, safety work rules and good general manufacturing practices are followed on a daily basis.
- **Time Management** – Uses his/her time effectively and efficiently. Concentrates efforts on important priorities.