

POSITION, DEPARTMENT

Assembly

Job Title: Assembly**Location:** Manufacturing shop**Job Type:** Full Time**General Description/Language to Use for Job Postings:**

Supports the production activities by handling raw materials, finished goods and moves supplies into and out of the area. Meets customer requirements and company standards in preparation for the next operation.

Reports To: Production Manager**Responsibilities:**

- Responsible for performing quality checks on products and parts
- Prepare finished products and prepare them for shipments
- Must train to support all activities in assembly
- Perform other duties as assigned by management
- Knowledge of tooling
- Must be able to lift 50+ lbs.
- To comply with the requirements of the ISO 9001 standard under his/her responsibility and authority.
- To contribute to the effectiveness of the quality management system and its continuous improvement.
- Perform other duties as assigned

Preferred Qualifications:

- High school diploma or equivalent
- Must be able to read, write, speak and understand English
- Perform basic math
- Production Shop experience
- Be able to read blueprints
- ISO9001:2015 foundations

Minimum Educational Qualifications:

- High School experience or equivalent

Minimum Previous Experience:

- Evaluate quality of products or material
- Read work orders or other instructions to determine product
- Specifications or material requirements
- Record operational or production data
- Plan production or operational procedures or sequences

Minimum Additional Training:

- 2-3 years of welding experience
- Basic drill press experience

Other Skills:

- Must be flexible and willing to take direction from a lead
- Must have basic knowledge of measuring instruments

Employee Signature: _____

Date: _____