

## **Production Assembler**

The job of Production Assembler prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. The ability to meet a schedule is an important aspect of the job. If you take pride in work, reliable, hardworking, and have a positive attitude, we are looking for you!

### **Your Daily Duties and Responsibilities will Include:**

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts list; gathering parts, subassemblies, tools and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules and regulations.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves resources by using equipment and supplies as needed to accomplish job results.
- Documents actions by completing production and quality forms.
- Contributes to team effort by accomplishing related results as needed.
- Consistent and on-time attendance
- Must be a person of passion and integrity who has the drive to excel and deliver exceptional results

### **Perks & Benefits**

- Casual work environment (including attire!) with a fun company culture.
- Regular Monday – Friday hours.
- Regular employee events during work like BBQs, popcorn in the afternoons (yes, we have a popcorn machine), pizza days, birthday celebrations, and more!
- Management has an open-door policy.
- We embrace constant improvement and strive to always find a better, faster way to do things.
- Awesome health benefits (and we help you pay for most of them) –
  - Health insurance
  - Dental insurance
  - Vision insurance (employee paid)
  - Short term disability
  - Long term disability (employee paid)
  - Life insurance
  - Flexible spending accounting (employee paid)

- Dependent care spending account (employee paid)
- 401k match of up to 4% with immediate vesting.
- Employee discounts on Verizon and Sprint cell phone plans.