



Position Title:	Production Assembler 1
Location:	Raleigh, NC
Department:	Production
Reports To:	Manager of Production
Work Hours:	7:00 am – 3:45 pm

Purpose of Production Assembler 1:

Basic Assembly Operations. Support Production Assembler 2 and Production Assembler 3.

Key duties/Responsibilities of Production Assembler 1:

- Assemblers read instructions and assemble products or different parts of products.
- Communicate with Manager/Supervisor for work assignments daily.
- Read and understand basic drawings.
- Ability to train on the job and learn new skills.
- Follow directions for color codes, plugging connectors, tinning wires, apply heat shrink and cutting and stripping wire.
- Prep and assemble simple units.
- Use hands and a variety of tools to assemble parts and products.
- Follow target production quantities and deadlines to maximize production as required. Volume output is a key requirement.
- Maintain safe and clean working environment by complying with procedures, rules and regulations.
- Assemblers may work on one specific part or assemble entire product.
- Throughout process, Assemblers look for faulty pieces and parts to ensure quality of the products they assemble.



- Follow all safety rules and ISO requirements.
- Build all products to the highest standard of quality.

This position description/summary reflects management's assignment of essential functions; it does not prescribe or restrict any other tasks that may be assigned.

Production Assembler 1 Job Requirements

- Must be willing to be cross-trained and move to other areas when needed.
- Preferred that Assembler 1 have a high school degree.
- Able to work as a team on jobs as required.
- Requires the stamina for some jobs that demand physical labor and leg work.
- Have excellent manual dexterity and able to work with small, detailed objects.
- Mechanically inclined and good with hand tools.
- Ability and willingness to follow instructions.

Work Environment

Work environment involves low risks or discomforts which do not require special safety precautions. Protective clothing (ESD Smocks) or gear such as safety glasses may be required.

Physical Demands

Work requires some physical strain such as long periods of standing and walking in production facility and lifting of moderately heavy items such as test equipment, kits and product cases. Other physical demands include crouching, bending over and reaching.



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