

Job Opening

Job Description: Assembler I (Temp to possible regular full-time employee) 4 open positions	Non Exempt: X Exempt: Grade: 3	
Department: Manufacturing	Approval: TP	Date: 9/12/2017

Purpose:

- An entry-level assembly position performing various assembly and production support functions. Assemblers at this level have an opportunity to learn basic-level assembly and gain knowledge by taking direction, practicing good communication with a good attitude and a willingness to learn.

General Qualifications:

- Limited experience in assembly or related field.
- Ability to communicate in English, understand and follow both written and verbal directions.
- High School diploma or equivalent and/or demonstrated basic reading, writing and math ability.
- Ability to understand assembly-drawing instructions, and to accurately follow them to produce conforming products.
- Willingness to work in a team-based environment with respect for coworkers and a commitment to continuous learning and improvement.

Typical Responsibilities:

- Performs operations in production cells according to standard operating procedures.
- Performs operations including but are not limited to various types of assembly, testing, kitting and packing.
- Supports and/or participates in lean activities and continuous improvements.
- Receives instruction from other production personnel, as directed by supervisor or designee.
- Package simple assemblies and/or subassemblies for shipment or transport.
- Process all necessary production paperwork.
- Perform other duties as assigned.
- Maintain a safe and clean working environment by following company safety procedures.

Physical Requirements:

- Capable of lifting and working with products and production devices weighing up to 30 pounds.
- Capable of standing and/or walking up to 8 hours per day.

Supervision Received:

- Reports to Production Manager-Machine Shop or Production Supervisor I

Internal candidates: Internal applications and resumes need to be completed and passed into Human Resources

External candidates: Send resumes to hr@ueonline.com and fill out employment application and EEOC Info Form found on www.ueonline.com