JOB TITLE
Assembler

JOB ID
18107

OPEN DATE
02/20/2020

LOCATION
Fremont

HOURS/WEEK
40

SALARY
$15

WORKDAYS
Monday - Friday

SHIFT/HOURS
varies

REQUIRED FOR POSITION
Background Check

REQUIRED EDUCATION
None

JOB DESCRIPTION
Temp opportunity, could turn perm. depending on work ethics.
Shifts available to work pay brackets: Day/Swing
$15 base pay for Day,
$16.50 - $17 for Swing

Responsibilities:
• Performs some-what complex tasks in preparation for assembly including pulling materials from stock
• Accurately determines and report any material shortages
• Is able to verify assembly documentation accuracy, read engineering drawings etc.
• Performs relevant quality inspection of assembly components
• Assembles products according to standard manufacturing process instructions or other work instructions and prints
• Operates and works at different work stations as production needs require
• Works at stations where tasks vary as different models of different products are assembled
• Is cross-trained on all major assemblies in work area
• Conducts complex quality inspection of own or other’s work to insure workmanship standards are met
• May perform basic troubleshooting and repairs on own or other’s work
• Is able to cross-trains other’s in all assembly skills and in major assemblies
• May work with engineers on pilot run of assemblies
• May perform assembly of engineering or custom products
• Properly completes manufacturing documentation and helps maintain its accuracy
• Initiates basic material requests, reports quality issues, records measurements as needed and initiates engineering change orders as needed’
• May do work order/backflushing transactions in QAD
• Follows all corporate, safety and production procedures and regulations
• Maintains a clean and orderly workstation
• Maintains an excellent attendance record
• Performs other duties as may be assigned.

3 TO 5 KEY SKILL SETS REQUIRED
• High school diploma or equivalent; one to five years related experience or training; or equivalent combination of education and experience
• Ability to read and comprehend instructions, short correspondence, and memos
• Ability to write simple correspondence
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals
• Ability to compute averages, ratios and percentages and to draw and interpret bar graphs and line graphs
• Ability to determine the minimum, maximum and nominal value when provided with a specification
and a tolerance

- Ability to apply commonsense understanding to carry out instructions
- Ability to deal with standardized situations with only occasional or no variables
- Ability to learn to use personal computers as part of daily work
- Ability to work varying shifts
- Must have ability to complete training courses
- Ability to work in a team environment
- Ability to use clocks, timers, and rulers