

Machine Assembler

The individual will be performing the duties to complete the machine assembly process from start to finish. You will be doing different tasks required in the assembly process during the multiple-day timeframe. You will have the guidance of our team and written computer based instructions. It is ok if you don't have prior experience in manufacturing. We are ready to train.

Responsibilities:

- **Receive shipments.** This will require unpacking and inventorying components after conducting quality inspections
- **Measure and inspect.** This will require measuring and inspecting the parts and subassemblies.
- **Assembly.** Perform sub-assemblies and final assembly:
 - Gather parts and tools from the list and follow basic assembly instructions to complete mechanical and electrical assemblies following written and visual instructions.
 - Follow safety procedures and practices and document work appropriately.
- **Testing.** You will be performing initial tests of the assembled machine.
- **Other.** Occasionally you may be asked to help with other jobs within the company, depending on our needs and your skills and interests.

Qualifications:

- Detail oriented – little things
- Consistency – complete work satisfactorily and timely manner
- Flexibility – you are open to accepting and welcoming changes in the workplace
- Ability to take notes and use them when needed
- Familiarity with hand tools and equipment
- Ability to stand for at least 4 hours and lift 50 lbs, walk, kneel, crouch, reach, carry, push/pull
- Ability to use hands and fingers to feel workpieces and tools
- Ability to see at both far and close distances and adjust focus
- Ability to work well in teams
- Ability to use a computer to use instruction files
- Ability to follow safety instructions
- High school diploma GED
- Basic computer skills for emails, timeclock, assembly instructions

We are constantly looking for ways to solve problems and improve our processes. If you are ready and excited, see you soon.