

Position Title: Assembler
Department: Commercial Services
Status: Part Time/Non-exempt
Reports to: Production Supervisor

Position summary: The Assembler is responsible for production of various components and processes related to the company's manufacturing contracts at the Sandusky Plant or Fremont Plant. Typical tasks include assembly of parts, bagging of literature or hoses, sorting, and some tasks require operating simple machinery. The Assembler is expected to meet production goals and quality standards set by Goodwill and its customers.

Essential functions:

- Work with facility management in maintaining an efficient flow of product (restocking, assembly line, weighing, preparation of product for shipments, etc).
- Maintain a good attendance record.
- Maintain work area in a neat and orderly manner.
- Work with supervisor in solving problems while remaining flexible in adjusting to changes in operation and scheduling requirements.
- Communicate with supervisor about any shortage of materials or necessary services.
- Prepare paperwork as required for materials shipped or delivered after establishing accurate amounts.
- Perform contract work in an accurate, neat and thorough manner as described by supervisor.
- Complete necessary paperwork for individual (personal) daily production totals and quality reports as necessary.
- Utilize payroll software for clocking in and out.
- Work with supervisor in accepting daily work assignments in order to meet production requirements.
- Complete assembly as required by individual contract specifications.
- Ensure that product meets both company and customer quality standards.
- Attend safety trainings and follow all safety procedures and protocols to ensure a safe and supervised work environment for all employees at all times.
- Promote positive teamwork among co-workers.
- Perform other related duties as assigned.

Qualifications and required skills:

- Ability to use physical exertion such as prolonged periods of standing, walking, recurring bending, reaching and climbing; ability to lift 25 to 50 lbs.

Education and experience:

- One year experience in a manufacturing environment preferred.