

JOB TITLE: Assembler

Status: Full-time

Location: West Chicago, IL

Primary Function: Assembles finished product and packages parts per established quality specifications

Major Duties and Responsibilities



- Assembles and package parts per the customer quality specifications.
- Inspects parts to ensure they meet customer quality specifications.
- Counts, packages, stacks and labels finished product.
- Maintains standard production rates on assembled parts.
- Documents and tracks non-conforming product using computer.
- Maintains safety and housekeeping standards in work area.

Required Skills, Abilities, & Education



- Basic math, reading & computer skills
- Detail oriented and organized
- Ability to work at a fast pace
- Understand work instructions
- Ability to lift 35 lbs
- Ability to multi-task
- Dependable
- High school diploma, GED

Physical Requirements



Endurance:	Seldom	Occasionally	Frequently	Continuously
Sitting				Optional
Standing				Optional
Movements:	Seldom	Occasionally	Frequently	Continuously
Walking		X		
Reach at/above Shoulder	X			
Fine Motor				X

Environment Sensory Levels



Location	Sound	Light	Smell	Temperature
Workspace	Moderate	Normal	Moderate	Controlled
Lunch Room	Low	Normal	Moderate	Controlled

* Hair net, safety glasses, & ear protection required

Full-time Schedules



Mon - Fri	Full-time AM	Full-time PM
Work Shift	6am - 2pm	2pm - 10pm
<i>Breaks</i>	(1) 10 Min	(1) 10 Min
<i>Lunch</i>	(1) 20 Min	(1) 20 Min