

Job Title: Production Associate
Location: 170 Business Park Dr., Lebanon, TN
Position Type: Full-Time
Hourly/Salary: Hourly

Summary:

Performs assembly operations according to assembly/department requirements.

Essential Duties and Responsibilities:

- Must have knowledge of and comply with the policies and procedures contained in the company handbook.
- Perform a variety of production and manufacturing processes, such as staging production assembly parts and manually installing key components, switches, gauges and wires.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color or product code.
- Exercise responsibility for quantity and quality of parts and attention to detail.
- Operate various production packaging machines. Use of hand tools to assemble products at work bench. Trouble-shoots inoperative equipment.
- Visually inspects parts to standards. Return flawed products to Production for reworking.
- Double-checking for accuracy, carefully packs completed orders in correct and efficient manner, utilizing proper packing methods to make best use of carton space and packing material usage.
- Correctly calculates package weights, prepares invoices and processes packages using UPS shipping meter and rate chart. Correctly packages skids for shipment.
- Assist in routine cycle counts.
- Replenish stock levels in assigned locations as demand levels indicate.
- Responsible for daily loading/unloading of UPS truck or other freight carrier using proper lifting procedure.
- Responsible for taking part in housekeeping including cleaning, organizing, dusting, sweeping, etc.
- Assist in sales and customer service.
- Must be able to perform repetitive motions with hand tools.
- Other duties as assigned.

Education/Skills:

High School Diploma or equivalent (GED) with ability to utilize computer technology. Minimum 1 year related experience in an industrial or commercial environment. Understand automotive/race car wiring. Ability to efficiently use computer and applicable software. Mechanical ability to operate packaging equipment and utilize hand tools.

Other Skills & Abilities:

- Communicate effectively through speaking, listening, and writing
- Work in a team-oriented fashion as well as independently
- Keep manager abreast of activity
- Use problem solving skills and sound judgment in the dispatch of duties
- Adapt to frequent changes in the work environment
- Use equipment and materials properly
- Practice safe work habits
- Attention to detail/emphasis on quality
- Must be self-directed

Physical Demands:

The employee is frequently required to lift, carry, stoop, reach, pull, push, and bend, stand, twist, walk and sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. Employee may be required to work extended time beyond an eight-hour shift/40-hour week.

Equal Opportunity Employer - Aids available upon request to candidates with disabilities.