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# Example of Assembly Operator Job Description

Our company is growing rapidly and is looking for an assembly operator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assembly operator

* Dimensionally inspects parts/products for conformance to specification using various fixed and adjustable measuring instruments, charts and logs to perform calculations to assure product meets specified requirements
* Prepares and monitors run sheets and control charts and captures inspection data and enters into tracking system, monitoring results to ensure product control
* Informs supervisor of any deviations and/or product specification problems
* Performs rework as required, and/or directed by supervisor
* Stack, assemble, pack, load and unload parts
* May lift and carry totes and boxes
* Pack finished product in boxes and label product according to either weight or count according to work instructions
* Ensure accuracy and inclusion of all necessary labeling
* May be required to work from Quality Plans
* Applies and supports lean manufacturing principles

## Qualifications for assembly operator

* Experience of working within a team but autonomous
* Flexible approach to work and a willingness to move to other areas
* A good level of literacy and numeracy (including Word, Excel, Outlook/e-mail)
* Ability to manipulate small complex parts repeatedly and with precision is essential for this role
* Able to follow and understand written instructions and procedures
* Microscope or other ‘close working’ experience or hobby