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# Example of Manufacturing Associate Job Description

Our growing company is looking to fill the role of manufacturing associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manufacturing associate

* Verifies and checks off all materials against batch record before loading blender
* Loading of raw materials into blenders and unloading when batches are blended
* Weigh drums of blended material and record weights on batch record
* Completes any paperwork necessary (e.g., batch records (yields), drum labels)
* Clean blenders after processing and maintain a clean and organized work area
* Practice quality manufacturing
* Support area/factory 24 hour goal initiatives
* Weigh and mix epoxy-based materials
* Operate and maintain equipment in the production elements
* Must follow all safety procedures and wear required safety equipment at all times

## Qualifications for manufacturing associate

* 5 years of General Human Resources Experience or equivalent combination of education and experience
* Background or familiarity with employment law or other government compliance regulations
* HR Information Systems experience
* Compensation analysis and job grading
* Must be familiar with basic math
* Must have the ability to with minimum supervision