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# Example of Mechanical Assembly Job Description

Our growing company is hiring for a mechanical assembly. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mechanical assembly

* Maintains measurements for quality, schedule, and cost performance
* Develop new assembly processes as necessary for new product introduction, including equipment specification, flight qualification, and ongoing process control
* Drive production efficiency improvements, including robotics and automation, to reduce labor, component cost and maximize quality
* Integrate existing machinery with MES/ERP system to automate data transfer and streamline manufacturing processes
* Maintain production documentation and procedures
* Perform training of Production personnel and leadership
* Plan assembly procedures, following work instruction, safety procedures and customer specifications
* Drill, tap, or ream holes and aligns components, bolts, screws or rivets parts together during re-assembly
* Install moving parts, such as shafts, levers, or bearings, and works them to test free movement including final testing before shipment
* Use a variety of measuring devices, blue prints and visual work instruction

## Qualifications for mechanical assembly

* Assemble products quickly and accurately
* Read specifications and other written instruction
* Use hand tools such as screwdrivers
* A mechanically inclined individual who may have had previous experience in mechanical assembly or repair
* General machining capabilities to include lathe, vertical miller
* Prior experience in a manufacturing or industrial environment working on large projects