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# Example of Precision Assembler Job Description

Our innovative and growing company is looking for a precision assembler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for precision assembler

* Demonstrates thorough understanding of MSDS and how to locate them
* Maintain a clean assigned work area on a daily basis including sweeping, dusting, trash/box disposal, general straightening, Error Review - as necessary, perform review and correction of unfulfilled orders having discrepancies to record and assign any errors
* Team Leader/Alternate - occasionally serve as a volunteer leader to perform such roles as assessing daily workloads, make daily assignments, coordinate rotations, conduct team meetings, and devise team time sheets
* Follows instruction from an SOD (Sales Order Draft) and router to perform DCI (Dismantle Clean and Inspect) and gives a written description of the wear and condition of critical components
* Ensures all components are properly cleaned and free from foreign material following our FME (Foreign Material Exclusion) procedures
* Completes "As Found" documentation and takes general pictures have been obtained prior to submission to the production planner for quotation
* Accurately read and interpret drawings for assembly, repair, and reassembly as required including completion of applicable quality documentation in either paper or electronic form
* Perform day to day and routine safety observations and inspections
* Reads and interprets information from mechanical/structural, blueprints, planning, process specifications, diagrams, engineering drawings and sketches, and other instructions to determine the methods and sequence of operations to layout, assemble, and install precision parts and assemblies
* Lays out coordinated hole patterns, cutouts, trim lines, mating points, assembly and installation locations using precision measuring instruments and equipment

## Qualifications for precision assembler

* Strong computer skills (Microsoft and data base applications)
* Demonstrated ability to safely operate and maintain forklift certifications
* Ability to adhere to and maintain quality work practices, qualifications, and procedures
* Overtime is expected to meet normal production goals and as required for urgent customer response/repairs
* Must have 2-3 years of mechanical assembly/disassembly experience
* Standing for long times required, repetitive arm motions, frequent lifting of 30 lbs