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# Example of Production Assembly Job Description

Our company is growing rapidly and is looking for a production 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 production assembly

* Review order specs and assemble boxes
* Review order specs and pack boxes
* Quality checks to assure product is packaged according to customer specifications on production sheet (price / label / packaging)
* Direct / communicate to line personnel on order specs and quality issues
* Palletize product
* Enter data on production reports / ability to add, subtract, multiply and divide
* Communicate to line personnel on safety issues
* Productive use of down time
* All employees are expected to produce and promote our products and services in a manner that exceeds the quality and value expectation of our customers and consumers by adhering to Good Manufacturing Practices, Policies and Procedures outlined in our Safe Quality Food Program
* Establishes and utilizes metrics to determine production rates, billable hours, , and uses results to identify areas for quality and process improvements

## Qualifications for production assembly

* Communication free of vulgarity, profanity, hearsay and menace in spoken, written and published form
* Must be available to work either 1st or 2nd shift
* Requires a bachelor's degree and 5 years of experience in manufacturing operations
* Demonstrated application of process management and continuous improvement methodologies, such as 5S, standard work, Kanban, and SMED (“Single Minute Exchange of Dies”)
* Proficient with Office products (Excel, Word, PowerPoint)
* Candidates must be able to work ANY DAY, ANY SHIFT and mandatory OVERTIME