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# Example of Production Assembly Job Description

Our company is growing rapidly and is looking to fill the role of production assembly. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production assembly

* Ability to encourage team work and positive attitudes to establish a positive working environment
* Provide for the optimum utilization of personnel
* Ensure that areas are staffed with competent personnel, and that potential supervisory personnel are being developed so that qualified successors are available for key positions within the organization
* Actively ensure training and development of assigned personnel to maximize productivity across production departments
* Assure compliance with regulatory directives
* Assists Focused Factory Manager in enforcing process changes following kaizen events and completing open newspaper items, serving as replacement to Focused Factory Manager in the event of his/her absence
* Roles in the plant are safety critical and random drug and alcohol tests will be carried out
* Analyzes work orders and blueprints to determine information such as material to be used, type and sequence of operations required
* Implements measures to improve production methods, equipment performance and quality of product
* Performs capacity analysis of resources including equipment, suppliers and labor

## Qualifications for production assembly

* Compliance with all safety standards and regulations per company policy
* 5 years minimum experience in a lead position in semiconductor processing
* Ability to work under a stereo microscope
* Good hand eye coordination and basic clean room proficiency
* Ability to monitor and assess self-performance and the performance of team members
* Meticulous attention to detail and able to understand work related documents