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# Example of Production Assembly Job Description

Our company is looking to fill the role of production assembly. 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 production assembly

* Collaborates with other departments to perform work in process design and documentation, NPI, capacity planning and capital equipment procurement
* Follow the guidelines of the MEB Employee Handbook and its addendum
* Applies components to panels using air powered screwdrivers, or other hand, air and/or power tools
* Operates equipment as needed
* May receive the finished product and perform 200% quality audits
* May inspect molded panel for defects
* Completes required paperwork to document production
* Uses computer when needed for production materials
* Follow the work instructions and technical drawings provided
* Use the tools necessary for the performance of his/her tasks

## Qualifications for production assembly

* 3+ years experience in a manufacturing role required
* Excellent writing and administrative skills, including computer skills (word processing, graphics, spreadsheet)
* Ensures that standardized work is in place and followed
* Must have knowledge of safety rules and practices
* Should have computer skills or experience
* Able to lift 50 lbs consistently throughout duration of shift