



Example of Precision Assembler Job Description

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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

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