



## Example of Production Associate Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of production associate. 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 associate

- Test production assemblies and sub-assemblies for correct operation and compliance to performance specifications • Interfaces with other departments in the execution of duties to ensure the orderly flow of material and information • Construct and assist in evaluating engineering models • Perform basic trouble shooting encompassing multiple variables and unknowns to achieve root cause analysis and problem resolution
- Provide production support to our delivery teams to ensure we present high-quality deliverables
- Combine final sales ad runsheet, marketing , Careers & Events and Society ads, if applicable, to create layout, both print and iPad
- Determine printer specs
- Place new ad material on Prod
- Create an issue layout ,both print and iPad, based on the PPB budget guidelines, ad/edit ratio criteria, competitive separation guidelines, imposition capabilities, including ancillary cover tips, bellybands, inserts, outserts, and polybagging where necessary
- Manage the ad softproofing at comp
- Coordinate iPad ads with sales/ad coordinator
- Send iPad posting info
- HTML 5 and multimedia iPad ad processing to iPad comp

### Qualifications for production associate

- Assemble simple devices with short cycle times and high daily volumes
- Assemble complex devices with long cycle times and low daily volumes
- Operate automated assembly equipment
- Medical manufacturing experience is preferred
- Operate equipment, fixtures and test stations per procedures and training