

Small Assembly

Job Title: Small Assembly
Department: Production
Status: Regular Full Time; Non-Exempt
Hours: 7:00 AM – 4:30 PM

Key Job Responsibilities:

- Work on assembly of damper/shock components after instruction from Class A or higher-level employee.
- Primary responsibilities include assembly of sub-assemblies, pin kits, and drilling and pinning.
- Will be evaluated based on developing understanding of assembly procedures, attendance, physical assembly abilities and attitude.
- Able to show working knowledge of assembly documentation including drawings, routers, and forms.
- Will be asked to increase speed and efficiency when dealing with familiar products.
- Must show ability to meet customer and management demands with an overall positive attitude.

Skills & Experience:

- HS diploma or GED required
- ISO 9001, AS 9100 and ISO 14001 experience preferred
- Quality control and inspection experience preferred
- Experience using measuring devices such as calipers, micrometers and other miscellaneous instruments preferred.
- Excellent assembly skills, experience working with small parts
- Detail oriented
- Must possess excellent communication skills, critical thinking and leadership skills
- Ability to manage multiple projects and exercise sound judgement
- Must be a team player with a positive attitude
- Must possess excellent problem-solving skills and interpersonal skills

