



Job Description

Job Title: Production Assembler

Supervisor: Operations Manager

FLSA Status: Non-Exempt

Summary:

This position is within the Operations team of RJS Corporation. The Production Assembler's primary responsibility is to assemble components into sub-assemblies and or final assemblies per established guidelines and standards. Proper assembly of RJS products is a very important role within the company as our customers expect a quality product assembled correctly to meet their needs. Days and hours of work are typically Monday through Friday on first shift. Additional overtime may be available Monday through Friday and on weekends as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Duties and Responsibilities:

Under the direction of the Operations Manager, and department Team Lead, the Production Assembler duties and responsibilities include, but are not limited to, the following:

- Complete sub-assembly and/or final assembly of products or components according to established guidelines and quality standards
- Use a variety of hand and power tools following appropriate methods and procedures to complete assembly of components or products
- Inspect items as instructed and provide feedback to management to ensure any quality defects can be avoided in the future
- Maintain a clean work area, returning equipment and tools at the end of the day
- Able to assist other departments and functions as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Exhibits ability and willingness to learn and apply new skills
- Exercise personal responsibility and perform work consistently to required standards
- Ability to read and follow detailed written and/or verbal instructions
- Self-motivated and requires minimal supervision
- Demonstrate consistent and timely attendance
- Working cooperatively with others

- Owning and exhibiting RJS Core Values – *“Work Smart, Work Safe”*; *“RJS Pride – Quality and Service”*; *“Reaching Success Through Teamwork”*; *“Innovation and Continuous Improvement For Over 65 Years”*; *“Own Our Work, Own the Market”*

Physical Demands:

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee may occasionally be required to sit. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

I hereby acknowledge that I have read and understand the daily job duties of my position with RJS Corporation and can perform them without change or accommodation.

Employee Name (Printed): _____

(Signature): _____

Date: _____