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**North American Interconnect**

**Job Description**

**Job Title:** Assembly Operator

**Department:** Production

**Location:** Gaylord, MI

**Reports To:** Production Leader

**FLSA Status:** Non-Exempt

**Summary:** Performs the work orders that are assigned and authorized by the Production Leader based on the procedures of the assembly work instructions and the Quality Management System. Fabricates pieces through machines and tools, fulfilling the customer and internal quality requirements.

**Essential Job Responsibilities** include the following. Other duties may be assigned.

1. Performs working orders that are assigned by the Production Leader or Manager.
2. Uses machines and tools assigned for the execution of work orders appropriately.
3. Performs the marking of the processed or finished products, based on instructions of quality and/or production supervisor.
4. Performs the preventive maintenance routines that are assigned.
5. Performs the inspection of the product during the process and is accountable for product quality.
6. Performs any functions that are requested by the Production Leader or Manager.
7. Shows availability and responsibility in his/her activities.

**Supervisory Responsibilities:**

None. This role does not supervise employees.

**Performs other duties as necessary in support of business objectives.** This position description is intended to guide the activities of the Assembly Operator. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

**Abilities, Skills, and Other Abilities:**

* Attention to detail
* Manual dexterity
* Focus
* Self-motivation
* Teamwork
* Reliability

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Education/Experience:**

* High School completion
* Technical Experience: Cable assembly preferred
* Industry Experience: 1-3 years in a manufacturing environment preferred

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, reach with hands, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. In addition, there are times in which the employee must occasionally lift and/or move up to 25 pounds.