

# STILLWATER DESIGNS & AUDIO, INC.

## JOB DESCRIPTION

**POSITION:** Assembler

**DEPARTMENT:** Product Operations

**DIVISION:** Production Assembler

**SUPERVISOR:** Production Manager

**CLASSIFICATION:** Temporary Employee

**General Purpose of Job:** A Production Assembler is responsible for helping assemble products, checking for defects, preparing products for shipment, monitor manufacturing equipment, and closely following safety procedures to prevent accidents. This individual is also responsible for meeting quality standards.

### Essential Functions of Job:

- Assemble and packaging of cabinets with accessories
- Demonstrate aptitude at all workstations on the line
- Assist Line Lead, as needed
- Exhibit a cooperative, compatible, and punctual work ethic
- Assist in all company operations on an as needed basis
- Capacity to understand and willingness to follow procedural Work Instructions
- Ability to add, subtract, multiply, divide, read and write
- Capable to recognize product quality and help diagnose problems
- Package goods ready for shipment
- Ability to work quickly & methodically as well as concentrate while doing repetitive tasks
- Ability to climb on and off of required equipment
- Ability to monitor the production process and carry out basic testing and quality tests
- Responsible for following all safety rules and maintaining housekeeping at a level of excellence at all times
- Ability to communicate verbally with Production Manager and co-workers
- Must be a team player who displays self-motivation, integrity and the ability to take initiative
- Ability to multi-task with flexibility and stress tolerance
- Exceptionally motivated to ensure conformance to job specifics, as well as to Managers instructions.

### Personal Demands of Essential Functions:

This person should be able to work without supervision and be able to make independent decisions. Some overtime may be required.

**Work schedule Monday – Thursday 6:00 am – 4:30 pm \***

\*Must be at work on time. A production line runs efficiently when everyone is at their workstations on time, have read and understood the work instructions and are ready to begin working.

### Environmental Conditions of Job:

The work environment is intermittent exposure to noise, odor or other factors of minor disagreeableness. This person will frequently work near moving mechanical parts and vibration from driving the forklift. There is a moderate noise level and hearing protection is not required.

**Employment is contingent upon the satisfactory completion of a physical and drug screening.  
Steel-toed boots are required.  
Participation in the Daily Stretching Program is required.**