Job Description

Position: Packaging & Assembly Technician

Status: Part-time, Non Exempt

Department: Manufacturing

Rate: $10/hour

Manager: Operations Manager

Location: Charleston, SC

The Packaging & Assembly Technician is responsible for the production and/or packaging of a variety of manufactured products. The Packaging & Assembly Technician is a support role for several areas within manufacturing. The position requires knowledge of commonly used concepts, practices and procedures; and relies on instructions and pre-established guidelines to perform the functions of this job. 25 hours per week, schedule to be determined.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.

Responsibilities:
- Production duties such as manual lifting, packaging, taping, labeling and assembly operations
- Execute and document quality inspections per SOP
- Report defective materials, process, equipment or questionable conditions to the department supervisor
- Ensure work area and equipment are maintained in a clean and orderly condition
- Follow prescribed safety and housekeeping regulations
- Perform related duties as required by supervision
- Fork lift operation is required

Physical Demands:
- May be required to stand for long periods of time
- May involve some repetitive motions
- Must be able to lift up to 75 pounds
- May also engage in frequent bending, stooping, squatting, pushing and pulling of parts and part containers
- Do to the open environment of the warehouse, must be able to work in various weather and temperature conditions to include extreme heat, humidity and cold

Requirements:
- Understand and follow basic verbal and written instructions
- Read, analyze and interpret written instruction.
- Maintain production pace and standards
- Excellent organizational skills and attention to detail
- Possess basic mathematical skills: addition, subtraction, multiplication and division
- Must be certified or become certified in operation of forklift

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