



JOB TITLE: Builder/Assembler

DEPARTMENT: Final Assembly

REPORTS TO: Final Assembly Supervisor

Hourly

DAYS: MONDAY TO FRIDAY (weekends as necessary)

TIME: 1st shift 7:00-3:00 OVERTIME WHEN NEEDED

JOB SUMMARY: On a daily basis assembles cabinet box and associated parts. Prepares and organizes cabinet components. Maintains flow in assigned work area.

ESSENTIAL FUNCTIONS:

- Assembles cabinet box and associated parts.
- Attaches parts and components to basic cabinet shell (subassemblies, framework, hardware, drawers, doors, etc.)
- Maintain equipment (glue gun, cabinet clamp, assembly tools, jig fixtures, etc.)
- Sub assembly and modifying of parts or components.
- Repair and adjust flaws or misalignments.
- Prepares cabinet kits for case clamp.
- Alert Supervisor of any discrepancy in specifications or measurement.
- Follows assigned production schedule and reports progress to supervisor as needed.
- Other duties and projects as assigned.

JOB QUALIFICATIONS:

- Education: High School or Equivalent
- Experience: 6 months or more working in production
- Physical mobility sufficient to accommodate bending, reaching, lifting and gripping up to 50lbs
- Basic math skills to include fractions and decimals, including conversion.
- Ability to read a tape measure quickly and accurately.
- Understanding of blue prints in regards to cabinet building
- Intermediate Microsoft knowledge.
- Understanding of Made to Manage (M2M) is a plus
- Have good attention to detail
- Effective oral and written communication skills.
- Strong analytical and problem solving skills.
- Ability to learn quickly and desire to take on new projects.
- Must present a professional image.
- Team player.
- Training in Lean Manufacturing preferred
- Capable of handling a fast paced environment.