

Job Title: Assembly

Reports to: Production Control Coordinator

FLSA Status: Non-exempt

Summary of duties and responsibilities: In a pleasant, professional, and efficient manner the processes involved with the final assembly and packaging of Medalcraft Mint's product line. With hustle, work independently and/or closely with other team members to make sure that quality product is received as and is assembled, packaged, and shipped on time. Adhere to Medalcraft's company goals and values by performing duties in a manner that is consistent with being a team player and supports the continued growth of the company.

1. Read and interpret work and sales orders and gather correct supplies to finish assembly.
2. Perform final inspection and assembly on product, which includes poly-bagging, ringing, attaching a ribbon, etc
3. Properly package, box, and label orders for shipment.
4. Correctly report inventory levels, and perform cycle counts.
5. Communicate with Department Leader on any supplies that are running low and need to be re-ordered.
6. Keep work area and equipment clean and organized.
7. Other duties as assigned by management.

Education, prior work experience and specialized skills: Completion of or pursuing of a High School Diploma or General Equivalency Diploma (GED) desired. Previous employment in a manufacturing environment helpful, but not required. This position is in a fast paced environment. An attention to quality, detail, and an appreciation of deadlines is essential. Previous exposure to light assembly is desired. Strong communication skills amongst team members is imperative.

Physical environment/working conditions: This position is in a manufacturing environment, and exposure to manufacturing elements is present. Assemblers work with speed either independently or in a team environment to complete the order. This position requires the ability to move around freely throughout the department, stand for long periods of time, and occasionally lift up to 25 lbs intermittently throughout the day.

Equipment/Machinery Used: General machinery for light assembly, such as ringers, baggers, etc. Other general equipment as it relates to assembly an inventory, ie computers.

Other:

Management Signature: _____

Date: _____