

Title: Assembly Personnel**SUMMARY**

Performs assembly operations per written and verbal instruction to efficiently produce products that meet high levels of quality.

PRIMARY RESPONSIBILITIES

- Perform assembly operations following specific written and verbal instruction from the production supervisor.
- Maintain good attendance and be prompt in arriving at work and returning from breaks.
- Adhere to all Fitzco safety and company policies.
- Strive to improve and maintain high levels of quality and productivity in all work assignments.
- Maintain personal cleanliness to meet Fitzco company standards and QMS requirements.
- Maintain a neat, clean and orderly work area.
- At the completion of work assignments, promptly notify the Production Supervisor.
- Communicate all quality and production problems to the Production Supervisor promptly.
- Maintain good relationships with co-workers and supervisors.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Related experience is preferred
- Good communications and counting abilities are preferred.

WORKING CONDITIONS

Working conditions are normal for a production environment.

REPORTS TO

Production Supervisor or Production Manager

Note: This description does not include all of the responsibilities inherent to this job. It provides as much detail as is necessary to distinguish this job from all others.