



Assembly Assistant

The Assembly Assistant reports to the Operations Manager or designee. He/she is responsible for assembly, inspection and disposition of assembled parts/products, and maintains manufacturing records. Performs basic, standardized and repetitive assembly operations and labeling of components, assemblies or sub-assemblies. Also supports labeling, testing and fulfillment duties. The position requires attention to detail, good decision-making and accuracy in data entry and recording.

ESSENTIAL RESPONSIBILITIES:

- Assemble, glue, install and inspect components; which may require positioning, aligning and repairing pieces and/or cleaning parts.
- Comfortable working with very small fragile parts in a clean room environment
- Document inspection results by completing reports and logs; inputting data into spreadsheets, both hard copy and electronic
- Visually inspects parts for proper insertion and placement
- Accurately maintains daily logs; monitors and restocks parts bins as required
- Reports problems and makes initial recommendations for possible corrective action
- Maintains safe and healthy work environment by following standards and procedures
- Notifies manager of suspected quality issues
- Identify and follow procedures to conduct quality tests and inspections
- Adhere to and ensure compliance with Quality System SOPs, work instructions, drawings, Good Manufacturing Practices (GMP), and ISO requirements
- Manually label product
- QC test product
- Other duties as assigned

QUALIFICATIONS:

- Attention to detail a must
- Accuracy and speed
- Arm-hand steadiness with hand to eye coordination a must
- Must have good communication skills and be able to understand and follow verbal and written work instructions
- Ability to sit for periods of time
- Ability to stand for periods of time
- Regular and reliable attendance and the ability to work some overtime
- Be able to work carefully, consistently and be able to identify errors
- Understands when to request guidance from superiors and proper chain of command
- Neat, accurate, and consistent work
- Works well independently and assumes responsibility for own work
- Attention to detail and ability to retain communicated information

Job Type: Full time (Temp-to-Perm) 3-6 months

Work Hours: Monday: Friday, 7am – 3:30pm