



Subject: **Assembler – Mask Pack**

Hourly Non Exempt

Reports To: Finishing Manager

**POSITION SUMMARY:** Assembles, masks, packs and ships product according to customer specifications.

**RESPONSIBILITIES:**

- Assemble materials according to established procedures, (i.e. scoring, pressing, gluing, assembling, packaging, etc.).
- Complete all customer required product testing and related documentation.
- Work with co-workers and lead to ensure material inventories are maintained for uninterrupted operation.
- Follow all work instructions and quality control documentation.

**QUALIFICATIONS:**

- High School Diploma or equivalent.
- Manufacturing and assembly background.
- Detail oriented, energetic, highly organized, able to multi-task.
- Must be punctual and dependable, able to work in a team environment.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:** Must be able to differentiate between customer production and service requirements. In addition must be able to cross reference between customer and PSIMP's part numbers and descriptions.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and to talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by this position include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Date: 02/19/2018

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**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works near moving and/or high temperature mechanical equipment and parts. The noise level in the work environment is usually moderate; infrequently, loud.

**SAFETY:** All employees are expected to set the highest level of safety expectation in their work, display the highest level of safe behavior, actively participate in PSIMP's safety program, and adhere to all safety rules and regulations. Employee Health & Safety is a part of our company culture and participation is required for all employees.