



An Employee-Owned Company

Title: Assembly Operator I

Date: June 2020

Department: Assembly

Reports to: Assembly Manager

FLSA Status: Non-Exempt

Performance Review: Annual

Work Schedule: 40 hours

Job Status: Full Time

JOB SUMMARY

The Assembly Operator will build product to customer's specification while ensuring quality and quantity requirements are met. They will work together as a team to complete orders and resolve issues.

RESPONSIBILITIES

- Hand build, test, and clean product by following work instructions
- Inspect work for quality, alert team leads when if there is a quality issue
- Other duties as assigned

REQUIREMENTS

- Entry level position
- Attention to detail
- Ability to work and handle very small parts
- Ability to follow work instructions and document work

EDUCATION & EXPERIENCE

- High School Diploma
- Entry level
- Working in regulated environment, following work instructions

PHYSICAL DEMANDS

- 50% standing 50% sitting
- 10 lb lifting, moving, pressing

**GMI Guiding Principles**

Fosters a culture which aligns with the overall goals and values of the GMI Guiding Principles

- Honest & Ethical – Do the right thing; do things right
- Quality is not just a word, it's the way we do business
- Know your priorities
- Do what you said you were going to do
- Win & lose as a team

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description is designed to provide guidelines and direction for accomplishing company, departmental, and individual goals and objectives. It covers the essential responsibilities, training, and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All job duties and responsibilities must be performed within the guidelines of the GMI Corp Employee Handbook as well as established policies and procedures.

I have read and understand the components for this position. I also understand that this document will be used as a baseline for my performance evaluations.

Signature / Date

Printed Name