

Assembler

Job Summary

We are looking for an Assembler to join our Eljen team in Sweetwater, Texas! The Assembler will assemble manufactured products and pack according to specifications.

Duties / Responsibilities

- Assembles machinery, fabricated metal products, electrical equipment and other manufactured products according to directions
- Read blueprints, schematics, or similar documentation, then build to those specifications
- Uses various machines and hand tools to accomplish assigned tasks
- Maintains logs, records, and reports concerning production, machine maintenance, and product inconsistencies
- Maintains equipment and conveyors and performs basic repairs when needed
- Inventories tools, parts, or supplies; contacts materials handler if supplies are needed
- Periodically checks products per company policy to ensure quality and uniform completion; resolves any identified problems and alerts supervisor
- Performs other related duties as assigned

Required Skills / Abilities

- Proficient in Microsoft Office Suite or related software as necessary to complete logs or records
- Ability to read blueprints and schematics
- Detail-oriented and consistent
- Works well as a productive member of a team
- Ability to properly maintain and perform basic repairs on equipment
- Ability to follow instructions
- Basic ability in mathematics, reading or writing

Education / Experience

- High school diploma or equivalent preferred

Physical Requirements

- Prolonged periods of standing and performing repetitive tasks
- Must be able to lift up to 30 pounds at a time
- Must have manual dexterity in order to assemble products as directed
- Must have excellent hand-eye coordination
- Ability to differentiate between colored wires, tabs and electronic components
- Must wear glove, ear and eye protection as necessary

Compensation / Benefits

- Salary is dependent upon experience
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) Retirement Plan
- Cafeteria Plan
- Paid Time Off