

Company Name	Position Title 1	How Many Available	Full Time or Part Time	Position Summary
Bendix	Assembler	15	Full-Time	<p>POSITION SUMMARY:</p> <p>Assemble new and/or replacement parts by operating intermediate machines and equipment. Must be able to assemble complete functional units or complex subassemblies from work instructions.</p> <p>ESSENTIAL DUTIES:</p> <ol style="list-style-type: none"> 1. Follows written and/or verbal instructions from Supervisors. 2. Sets up and performs both hand and automatic assembly operations necessary for the assembly and repair of components, sub-assemblies, or assemblies at one or multiple stations. 3. Interprets blue prints, drawings, and work orders. 4. Sets up assembly equipment by adjusting tools, controls, and other devices according to procedures and standards. 5. Performs and submits first piece for inspection. 6. Loads/unloads machines using proper handling equipment.

				<ol style="list-style-type: none">7. Operates equipment to highest production and quality standards.8. Makes necessary adjustments and replaces tools or parts as required.9. Uses hand tools and gages appropriate to the work performed.10. Supports the training process of new employees.11. Maintains equipment and reports malfunctions and safety issues to supervisor or maintenance as soon as possible.12. Transports material as required using proper handling methods.13. Keeps work area in orderly condition with respect to proper materials, tools, equipment, and personal belongings. (Includes cleaning of equipment, floors, tables, etc.)14. Is responsible for verifying that own work is in compliance with requirements and corrects errors in own work.15. Repaints or touches-up components or assemblies.16. Set ups and operates greasing equipment to grease components, sub-assemblies or assemblies.17. Builds containers and packs parts in accordance with packing specifications.18. Checks part numbers and places them in appropriate shipping containers.
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