

Company Name	Position Title 1	Full Time or Part Time	Position Summary
Bendix	Assembler	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. 7. Operates equipment to highest production and quality standards.

			<ol style="list-style-type: none">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.19. Performs and review Statistical Process Control (SPC); including but not limited to: data collection, charts, and graphs.
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	Position Title 2		
	Machine Operator	Full Time	<u>POSITION SUMMARY:</u>

			<p>Operates equipment and machinery to clean, bore, mill, drill, turn, groove, ream, tap, weld, press, and cut components to supply to assembly operations.</p> <p><u>ESSENTIAL DUTIES:</u></p> <ol style="list-style-type: none">1. Operates equipment to transform raw materials into components used in the assembly of the final product. Equipment may include loading parts into robot welders, operating pressing machines, operating boring machines, operating parts washers, and operating lathe machines.2. Performs typical machine shop operations to support assembly operations.3. Performs assigned work in accordance with blueprints, drawings, SOP's, routings, sketches, and/or instructions.4. Performs and submits first piece for inspection.5. Follows written and/or verbal instructions from Supervisors.6. Performs job duties from verbal and written instructions, prints, and drawings, and other work orders.7. Uses gauges to verify quality products and scraps nonconforming material.8. Accepts and receives frequent supervision and assistance with regard to machine set-up.
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	Position Title 3		
	Material Handler	Full Time	<p><u>POSITION SUMMARY:</u></p> <p>To perform any or all of a variety of duties combined with elements of operating a forklift and general material handling. This includes shipping and receiving docks, as well as, running the Tugger routes as needed. Must have knowledge in recording receipts and disbursements of materials; loading, unloading, and moving materials in and out of storage, and to workstations.</p> <p><u>ESSENTIAL DUTIES:</u></p> <ol style="list-style-type: none">1. Reads fork truck routes, and performs work as assigned by department supervisor.2. Delivers material to designated areas. Puts away material to designated areas.3. Accurately uses scan guns to transfer material to bin locations in SAP.4. Attaches appropriate labels and tags to products and packages.5. Notifies supervisors of any mechanical or material issues.

			<ol style="list-style-type: none">6. Follows written and/or verbal instructions from Supervisors.7. Interprets material flow work orders.8. Loads/unloads packages using proper handling equipment.9. Transports material as required using proper handling methods.10. Builds containers and pack parts in accordance with packing specifications.11. Verifies part numbers and places them in appropriate containers.12. Ensures material accuracy through auditing, counting, and visual inspection of part numbers.13. Is responsible for verifying that own work is in compliance with requirements.14. Performs record-keeping duties.15. Reports recognized defective material and equipment to supervisor.16. Supports the training process of new employees.17. Utilizes safety equipment and observes all safety rules and practices.18. Follows all aspects of Standardized Work Instructions.
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