

Production/Assembly Worker

Description

A Production/Assembly (P/A) worker is a person who works to bring together various components of an order as described by a Pick Ticket, a printed document with information and instructions pertaining to the type of media, quantity, disc print type, assembly method, print material type, packaging, and other pertinent data.

Responsibilities & Duties

Bring together and assemble the various components of an order. Read, understand, and follow all applicable instructions and processes as described and as instructed by the Pick Ticket.

P/A workers are expected to read and follow the Employee Handbook and dress code and work safely. P/A employees are responsible for reading and following directions as shown on the Pick Ticket and must retain general knowledge related to the assembly of a variety of products, materials, and quality standards. Workers may be asked to sweep, clean, and empty trash.

Depending on time, budget, and how the finished piece will be used, the scope of each assembly order can range from a few simple components (i.e., disc/sleeve, digipaks) to more complex arrangements whereby many components are brought together (i.e., jewel cases, albums, special projects).

Depending upon manpower, product availability, and equipment status, orders can be partially assembled and staged for components to be added later, or done as complete finished units. P/A workers may be directed to work as a team or individually, or as part of a team working on equipment (packagers, sleeveers, over wrappers, etc.).

Skill Sets

Ability to read/comprehend written directions.

Rapid, accurate counting; simple math.

Basic computer skills (point, click, select screens, enter data, print).

Ability to concentrate and stay focused on repetitive tasks.

Ability to lift 30 – 35 lbs. and/or repetitive light lifting.

Attention to detail and desire to produce excellent, high-quality work.

Ability to safely use box cutters, razor knives, basic tools, and tape guns.

Ability to check for various quality control issues as you work.

Basic communication and interpersonal skills.

Dress Code

Must wear closed-toed shoes.

No tank tops.

No profane language/images on clothing.

Shorts (long) are allowed.

Equipment Operations

P/A employees who display a thorough understanding of required duties and responsibilities, engage in efficient, high-quality production, and have natural mechanical aptitude and troubleshooting skills may be given the opportunity to operate production machinery.

Equipment operators are expected to efficiently produce the components and materials P/A needs to complete orders as specified. In addition to P/A skills, they are expected to generally possess skills such as effective time management, the ability to self-manage and make decisions, when necessary, troubleshoot, effect minor repairs, communicate, displaying common sense, maintaining accuracy and quality, and be clean and neat. Equipment operators must be dependable since coworkers and the company as a whole rely on them to stay on schedule.