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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  TEAM ASSEMBLER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of team assembler entails working as part of a team having responsibility for assembling an entire product or component of a product. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to adjust actions *in re*lation to others' actions, and to give full attention to what other people are saying;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Integrity — Job requires being honest and ethical.
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| TASKS: | * Confer with supervisors or engineers to plan and review work activities, and to resolve production problems;
* Determine work assignments and procedures;
* Explain assembly procedures or techniques to other workers;
* Mark and tag components so that stock inventory can be tracked and identified;
* Operate heavy equipment such as forklifts;
* Pack finished assemblies for shipment and transport them to storage areas, using hoists or hand-trucks;
* Perform all tasks conducted by the team in the assembly process;
* Provide assistance in the production of wiring assemblies;
* Rotate through all the tasks required in a particular production process;
* Shovel and sweep work areas.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |