July 2021

Assembler

# Summary

Under direct supervision, this position performs any of a variety of functions including Assembly, Grinding, Sanding and Simple Upholstery with the goal of manufacturing a quality part according to Work Order specifications while meeting quality and production standards.  Specific duties vary depending on assigned department.  This position flexes in relation to the production demand.

* Unracks the chair line and inspects chairs for flaws.
* Assembles chair parts according to work orders (i.e. attaching wood or upholstered seats and backs, adding feet to the chair).
* Packs each order accurately and on time according to work order specifications.
* Using hand and/or power tools, grinds, sands, cleans, and/or polishes chair frames to correct defects or to prepare surfaces for finishing operation.
* Using chisels, scrapers and/or hand-held grinders, trims, scrapes or deburrs parts.
* Sands all parts and wood chairs for daily work orders.
* Cuts wood parts to pattern as specified in work orders.
* Attaches upholstery to chair seats or backs using staples.
* Glues foam to wooden seats.
* Cuts vinyl to specification on work order.
* Assists with material handling of assemblies and finished goods.
* Performs quality checks according to quality standards.
* Performs basic functions on the ERP computer system (clocking in and out, work order maintenance)
* Keeps work area neat and clean according to company standards.
* Works safely and follows all company rules and procedures.

# Description

* Starting at $15-$16/hour depending on experience.
* Direct Hire | FIRST SHIFT*-*Hours are typically 6AM-2:30PM or 5AM-3:30PM and can vary each week. Must be willing to work overtime as needed.
* Full-Time or Part-Time positions - Permanent or Summer positions available!

# Position requirements

* High School Diploma/GED or equivalent preferred.
* 6 months experience working in a manufacturing environment preferred; or equivalent combination of education and experience
* Functional working knowledge of general hand tools such as D8 sanders, routers, belt sanders, drills, staple guns, glue guns and others. We are also able to teach these skills.

Interested in applying for the position? Please email a cover letter and resume to customerservice@evoengineeringdesign.com