July 2021

Summer manufacturing help

# 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.

* $14-$17/hour Seasonal Position, Paid Weekly - Summer Help! On-Site Training!
* Direct Hire Position - FIRST SHIFT - Hours are typically6AM-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 available! Permanent or Summer positions available!

# Essential duties and responsibilities

* 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.

# position requirements

* High School Diploma/GED or equivalent preferred.
* Some experience working in a manufacturing environment preferred; or equivalent combination of education and experience.
* Functional working knowledge of general hand tools preferred, such as D8 sanders, routers, belt sanders, drills, staple guns, glue guns and others.

Interested in applying for the position? Please email a cover letter and resume to [customerservice@evoengineeringdesign.com](mailto:customerservice@evoengineeringdesign.com)