

Title: Job Description Manufacturing Assistant
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JOB DESCRIPTION

Position:	Manufacturing Assistant
Department:	Operations

Job Description Summary:

The objective of this position is to assist production staff with operations, by entering and maintaining product data, performing secondary operations, and helping with maintenance, in a work environment that spans CNC machining, injection molding, toolmaking, and moldmaking.

Primary Responsibilities:

The following is a summary of the essential functions for this job. Other Duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

A Manufacturing Assistant will be able to perform the following duties:

1. Read work orders, pick tickets, routings, schedules, material labels, part drawings, and inspection data records.
2. Enter and maintain operational data (part numbers, MO numbers, lot numbers, and revision levels) in company ERP system and SharePoint.
3. Pick raw materials, receive finished goods and scrap.
4. Perform secondary operations.
5. Clean and count finished parts.
6. Assist with quality checks and procedure audits.
7. Assist production staff with machinery setup and changeover by gathering and preparing tools and materials required by work order, removing and cleaning tooling.
8. Dismantle, clean, repair, replace, install, and maintain equipment under the guidance of the supervisor or lead.
9. Insure that assigned work areas are clean and in good state of housekeeping at all times.
10. Operate small cranes and forklifts to move equipment, parts and materials.
11. Take appropriate measures to ensure all products are completed to production, quality and technical specification.
12. Keep lead machinist or production supervisor informed of critical issues which affect production schedule.
13. Perform special assignments as required.

Qualifications:

1. Must be proficient in MS Office software
2. Must possess solid organizational skills
3. Familiarity with manufacturing operations (machining, CNC operations, injection molding) is preferred.
4. Ability to read part drawings and familiarity with basic measurement methods is preferred.
5. Possess leadership skills and ability to be led in a manner that is healthy to our positive and productive work environment.
6. Emphasizes personal and professional growth. Keeps knowledge and skills current.
7. Must rely on extensive experience and judgment to plan and accomplish goals in a variety of tasks.
8. Must have excellent written and oral communication skills, and able to read and write in English.
9. Authorized to work in the US. Fluency in other foreign language(s) is a plus.

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| <p>10. Be able to perform basic physical tasks such as lifting 50lbs, reading, nimbleness of hands for typing and writing.</p> <p>11. High school diploma or GED</p> |
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Salary Range – DOE

US Digital is looking for individuals who are highly skilled, diligent, practical, productive, reliable, inventive, self-motivated, patient, conscientious, continually learning, problem solvers, organized, cooperative, flexible and positive.

Internal applicants must:

- Be in current position for 1+ year
- Meeting or exceeding current department expectations
- Have manager approval and support before applying
- Meet required job description qualifications

BENEFITS

Health, Dental, 401k with Matching, Profit Sharing, Vacation, and a Great Place to Work!

TO APPLY:

Submit application and resume. Process can be found at www.usdigital.com/careers

EEO/AA employer M/F/D/V, E-Verify Participant