

Position Description

Title: Assembly and Customs Specialist

Date Issued: January 2022

Department: Production

Supervises: n/a

Reports to: Plant Manager

Employment Status: Non-Exempt/Full Time

Summary

All employees work together to help clients enhance their brands and convey their message through useful tools. Together we strive to be known as the most creative and responsive resource for delivering solutions.

Assembly and Customs Specialist are responsible for quality and efficient assembly of standard and custom tools.

Duties and Responsibilities but not limited to the following

- Work in collaboration with the other Specialists ensure coordination, execution, quality, and timeliness of customer orders.
- Provide accurate assembly of the chosen promotional product throughout each stage of the fabrication process.
- Daily review the floor schedule to determine the day's task. When the assembly line or customs department has minimal orders, work with the Plant Manager to assist in another work center.
- When beginning a new order, review the order pack for details and accuracy. Examine the product pulled for the order. Notify the Plant Manager and Warehouse of any concerns prior to testing.
- Set up the order with the necessary machinery, test for accuracy and quality. If challenges arise during testing or at any time, work with Maintenance and the Plant Manager for assistance or Warehouse for product.
- Seek approval of the first off by a member of Quality then begin the full run.
- Continually check for quality and accuracy throughout the order.
- Provide quality and accurate packing of promotional items in a manner that is visually aesthetic and functional from a shipping standpoint or pass along to a Packing Specialist if required.
- Sign the packet for the task you just completed and inspected for quality and accuracy.
- Provide the Plant Manager and team members support as directed and needed.
- Other duties as assigned

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – High school diploma or general education degree (GED); or one-year related experience and/or training working in the assembly and customs area or similar experience; or equivalent combination of education and experience.
- **Language Skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills** - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills** – minimal if any

Working Conditions/Physical Requirements

- Works in a standard plant environment
- Able to move freely through entire facility in a safe manner.
- Ability to work hours to complete all functions of the job.
- Regularly required to stand, walk, use hands and fingers, handle, or feel, reach with hands and arms; and talk or hear.
- Good vision and excellent hand eye coordination.
- Ability to climb, balance, stoop, and kneel.
- Must be able to lift 25lbs.
- Works in a climate control environment.



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Name (Printed)

Employee Signature

Date

Supervisor Name (Printed)

Supervisor Signature

Date