

SEWON AMERICA, INC

JOB DESCRIPTION

JOB TITLE: Assembly Team Member

DEPARTMENT: Production

REPORTS TO: Production Team Leader

CURRENT AS OF: 03/12 Revised: 10/18

JOB PURPOSE: To produce product in a safe and efficient manner with quality. Responsible for timely manufacturing of product to meet the customer's requirements. Inspect all individual processes for quality specifications as needed or directed. Follow all plant, and quality safety rules, and regulations

SCOPE / DIMENSIONS: Supervisory: None Budget: \$0.00 Purchasing Authority: up to \$0.00

ESSENTIAL FUNCTIONS:

- Responsible for loading and unloading jigs in a robotic welding environment
 - Proper machine start up and shutdown procedure.
 - Be quality conscious.
 - Work in a safe and efficient manner.
 - LOTO all equipment prior to entering cells.
 - Keep areas clean including inside of cell "3C5S".
 - Review and understand all alerts as posted ensuring that instructions are followed
 - Assist with quality issues on assembly line as needed
 - Ensuring all documentation / information for department is up to date and accurate and times work recorded accurately
 - To ensure all necessary defects are contained on a daily basis
 - Maintain all tools, cap tips and equipment maintenance requirements for department
 - Communicate with Supervisor and/or Maintenance of any problems.
 - Monitor all conditions during operations
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SECONDARY FUNCTIONS:

- Performs other duties as necessary.
 - May fill in as Lead Operator or Team Leader based on training when necessary.
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SPECIALIZED TRAINING, SKILLS, ABILITIES, EXPERIENCE:

- High School Diploma or GED, Basic Math and English skills.
 - Knowledge of Robotics, Stamping and tooling, welding preferred
 - Must be very people oriented, hands-on, and creative. Teamwork oriented Flexible schedule (including Nights)
 - Must be willing to develop a strong working relationship with the department team members to help move the Company forward in a technical and manufacturing process improvements to achieve the goals of continuous improvement.
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PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

- Factory environment with noise from manufacturing environment. Exposure to moving equipment, parts, and electrical shock. Possible serious injury due to carelessness around equipment and steel components or assemblies.
 - Sometimes lifts, carries or moves objects -- up to 35 pounds.
 - Requires constant repetitive motion.
 - Work 12-hour shifts with continuous standing on concrete and occasional bending and stooping.
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APPROVALS:

MANAGER

DATE

HUMAN RESOURCES

DATE