SEWON AMERICA, INC.
"If you can dream it, you can do it"

JOB DESCRIPTION

Job Title: Press_ Palletizing **Department.** Production

Reports to: Production Assistant Manager **Current as of:** 02/21/2017

Job Purpose: Manufactures products and ensures continuous workflow through timely set up of dies on Transfer Press.

Scope/Dimensions > Hourly T/M. Budget > None. Purchasing Authority > None.

ESSENTIAL FUNCTIONS:

1. Work on Press Team, support die change over activities installing transfer tooling or other fixtures securely in feed-bars or robot arms, prepare next job containers etc.
2. Safely support TL & Press operator to produce stamped panels to quality and efficiency standards, including repetitively lifting and placing metal blanks or work pieces into machines manually and periodically removing miss-gaged parts and partially formed remnants from press line.
3. Verify quality of finished work pieces to ensure conformance to specifications using visual inspection, pen markers, templates, rulers, etc.
4. Read working documents such as inventory sheet, Quality log sheets, location of holes, proper labeling of parts, etc., and accurately complete all required palletizing functions to ensure only quality product is produced and shipped to next customers.
5. Support achievement of company standards in safety, efficiency, on-time production, etc.

SECONDARY FUNCTION:

* Comply with all safety policies, company lock-out/ tag-out practices/procedures, and any reasonable management requests.
* Perform Housekeeping & 3'C activities during periods of equipment downtime
* Maintain a satisfactory attendance record as outlined in the Sewon America employee handbook.
* Treat all co-workers with dignity and respect at all times.

PHYSICAL REQUIREMENTS:

Requires working in non-air-conditioned variable temperature factory setting.

- Requires wearing common protective or safety equipment including hearing protection
- Steel toed boots/shoes, Safety glasses, earplugs, hard hat, safety gloves & sleeves.
- Some exposure to high strength magnets.
- Ability and flexible schedule to work overtime and some weekends
- Pass a drug screen and background check
- Previous Press and or automotive Mfg. /industrial work is preferred

SPECIALIZED TRAINING, SKILL, ABILITIES and EXPERIENCE:

* High school diploma or equivalent.
* Works cooperatively with others to improve departmental metrics, functions as required maximizing value and reducing costs. Support continuous improvement of process & quality in areas of responsibility.
* Administrative ability sufficient to accurately complete paper forms.
* Ability to repeat the same physical or mental activities over and over while sustaining accuracy of work, including handling parts of up to 35 lbs.; ability to grasp and load parts into containers repetitively; etc.

APPROVALS:

Department Manager _____ **Date** _____

Human Resources _____ **Date** _____