



Production Associate Job Description

Department: Production

Is Managed By: Production Line Supervisor

Job Title: Production Associate

Responsibilities:

The Production Associate responsibilities include the assembly of products manufacturing by Avionic Instruments. Duties include but are not limited to the following:

1. To work strategically with production, engineering, and sales to support high quality products, on-time delivery and 100% customer satisfaction.
2. Deployment of personnel and/or equipment on a daily basis to meet established production schedule/objectives as they apply to customer needs.
3. Support ISO facility implementation and any Continuous Improvement programs such as Lean Manufacturing & Six Sigma.
4. Streamline process of building products by communicating issues to Line Supervisor.
5. Communicate production issues that will impact customer delivery, quality etc. to Line Supervisor.
6. Use of hands for Soldering, assembly, placement of components, blueprint/drawing reading,

Completion of Company Training Requirements is targeted between 6 & 12 months.

Recertification (if applicable) is required every two years unless otherwise specified in the course itself

Qualifications:

- 6 months experience in soldering or solder training class, electromechanical assembly, drawing/blueprint reading, soldering. On the job training can be substituted for experience requirement
- Must be able to use hand tools such as screw driver, pliers, wrench, etc.

WORKING CONDITIONS:

- Works standing and/or seated while performing duties.
- Handles medium to heavy weight material.
- Clean room conditions may apply.



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- ESD control training and compliance with ESD policies may be required.
- Multiple Solder certifications may be required.
- Safety glasses with side shields required.
- No drinking or eating in some areas.
- Eye test may be required.
- FAA drug test requirements may apply.
- Must maintain good housekeeping practices.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

Work Environment:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.