



## **Light Assembly**

Server Products, located in Richfield, WI, is looking for entry-level Assemblers.  
WILLING TO TRAIN. GREAT BENEFITS!

Assembler-Packer

2<sup>nd</sup> shift Monday-Thursday (4 days a week/10 hour days) (Bonus: 3 DAY WEEKENDS!)  
Starting Wage \$14.35/hour (including shift premium)

### **Essential Duties and Responsibilities for Light Assembly**

- Prepares work to be accomplished by using Standard Operating Procedures (SOP's), blueprint specifications, and BOMS list; gathering parts, sub-assemblies, tools and materials
- Positions parts and sub-assemblies per blueprints
- Assembles components by examining components for correct fit; fastening parts and sub-assemblies using various tools
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources
- Keeps equipment operational by keeping it clean and reporting any malfunctions or repairs needed
- Packages product per specifications
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations
- Maintains supplies by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contributes to continuous improvement initiatives
- Contributes to team effort by accomplishing related results as needed
- Performs other duties or responsibilities as requested or required

**Education** – High School Diploma or equivalent education and experience

**Experience** – Minimum of 6 months relevant manufacturing experience

### **Job Skills Requirements**

- Attention to detail
- Good math skills
- Good verbal communication skills in order to interact with employees
- Proficient in blue print reading
- Ability to operate a pallet jack
- Ability to work effectively in a fast paced team environment

Benefits (for full-time employees) Vacation Time Paid Holidays Sick/Personal Days Medical & Dental Insurance Wellness Benefit Plan Short Term Disability Life & AD&D Insurance Retirement Savings Plan (401k) Profit Sharing Plan Employee Assistance Program Tuition Reimbursement Annual Company Activities Service Awards