



1440 Front Avenue NW
Grand Rapids, MI 49504
(616) 233-3000
(616) 233-3099 - fax

Job Description

Job Title: Assembler
Reports To: Team Leader

SUMMARY:

Performs manual labor tasks in the assembly of medical products.

PRIMARY RESPONSIBILITIES:

1. Operate within Quality System and FDA Good Manufacturing Practices.
2. Operate within standard operating procedures (SOPs).
3. Responsible for quality control. Follow the Manufacturing Process Specifications to produce product within specifications. Reject product outside of specifications.
4. Operate production fixtures.
5. Complete daily production records.
6. Clean and maintain work area.
7. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Assist technicians in fixture repair and maintenance.
2. Pull inventory from stock for production jobs.
3. Advise purchasers of low stock quantities.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required.
2. Manual dexterity required for operating fixtures.
3. Ability to lift up to 30 pounds required.
4. Good eyesight required.

WORKING CONDITIONS

Working conditions are normal for a clean manufacturing environment. Clean room apparel is provided and must be worn when in the clean environment area. Work involves frequent lifting of materials and product up to 30 pounds. Fixture operation requires the use of safety equipment such as safety glasses, gloves, etc.