



### **PRODUCTION ASSEMBLER**

Using a variety of hand & pneumatic tools, work instructions & test equipment. Perform a series of operations to correctly assemble/test light fixtures.

#### **Essential Duties and Responsibilities but not limited to:**

- Follow detailed assembly instructions, processes, and procedures.
- One-piece flow will be in progress, and continuous flow as everything is constantly progressing only one item is in any given queue at a time. Comply with policies, guidelines, and regulatory requirements per the Nora Lighting Quality System.
- Report problems with quality, processes, equipment, and materials to Production Manager.
- Assemble, inspect, test parts and boxing of products after assembly. Multiple items can be in process, but nothing must queue up and take up space from the moment it starts until it's completion.
- Comply with policies, guidelines, and regulatory requirements per the Nora Lighting Quality System.
- Accomplishes quality and organization mission by completing related tasks as needed.
- Maintain a clean and organized work area and maintain all equipment/tools according to established procedure.
- Maintain a clean and organized work area to facilitate manufacturing functions.
- Experienced with the wiring assembly of light fixtures.
- Other job duties as assigned when needed.
- Ability to read and interpret Work order instructions.
- Work individually as well as in a group of 2-4 persons to accomplish mass quantity builds.
- Communicate with Assembly line Lead for any questions, concerns, suggestions.
- Other job duties as assigned when needed.

#### **Required Qualifications and skills but not limited to:**

- High school diploma or equivalent
- Good written and oral communication skills.
- Ability to read and comprehend procedures written in English.
- Ability to regularly lift and/or move up to 25 to 50 pounds.
- Motivated to quickly learn new tasks and skills.
- Have hand dexterity.
- Ability to stand 90% of each workday while performing job duties and responsibilities.
- Available to report to work consistently on time (6:30 a.m. - 3 p.m.)
- Have reliable transportation.
- Always wear all protective gear, PPE (example: safety glasses, steel toe shoe, etc.)
- Perform different job functions within organizations of warehouse department.
- Available to work a different schedule as needed or if transferred or assisting another dept.



**Preferred Qualifications but not limited to:**

- A keen eye for detail and a results-driven approach.
- Responsible, Reliable and Trustworthy
- Electrical experience is a plus.
- Lead Manufacturing processes
- High School Degree: Further qualifications will be a plus.

**Compensation:**

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

*Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.*

**Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing.**