



Production Assembler

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

Essential Duties and Responsibilities:

- Follow detailed assembly instructions, processes and procedures.
- Inspect and test parts and products as necessary, during or after assembly, according to established guidelines and quality standards.
- Comply with policies, guidelines and regulatory requirements per the Nora Lighting Quality System.
- Report problems with quality, processes, equipment and materials to Production Manager.
- 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
- Cross train to other departments as needed.
- Experienced with the wiring assembly of light fixtures
- Ability to use a cherry picker (cart) to pull/return material if and when assigned
- Other job duties as assigned if and when needed

Minimum Qualifications:

- 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 work day while performing job duties and responsibilities.
- Available to report to work consistently on time (6:30 a.m - 3:30 p.m)
- Available to work different schedule as needed or if transferred or assisting another dept. (7:30 - 4:30)
- Have reliable transportation
- Wear all protective gear at all times
- Perform different job functions within organizations warehouse department

Preferred:

NORA[®]

LIGHTING

- A keen eye for detail and a results-driven approach.
- Responsible, Reliable and Trustworthy
- Electrical experience is a plus.
- Working knowledge of MS Office.
- High School Degree; Further qualifications will be a plus

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.

We are a Drug-Free Workplace - Employment is subject to passing a drug test