



Production Assembly Lead

Assists in coordinating and monitoring activities of workers engaged in the production process. Uses a variety of hand and power tools, work instructions & test equipment.

Essential Duties and Responsibilities but not limited to:

- Follow detailed assembly instructions, processes, and procedures.
- Receives and answers questions from workers pertaining to production processes or equipment operation
- 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.
- Monitors and expedites flow of materials within production area and makes necessary adjustment
- Cross train to other departments as needed
- Experienced with the wiring assembly of light fixtures
- Notifies maintenance workers of equipment malfunctions
- Maintains product workflow records
- Assures compliance with all safety and production practices
- Trains workers in equipment operation and in processing and safety procedures
- Communicates with Supervisors, and other Lead personnel any problems or concerns
- Performs activities of workers supervised

Minimum Qualifications:

- High school diploma or equivalent, Further qualifications will be a plus
- 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 - 3:30 p.m)
- Available to work different schedule as needed or if transferred or assisting another dept. (7:30 - 4:30)
- Have reliable transportation
- Always wear all protective gear
- Perform different job functions within organizations warehouse department



Preferred Qualifications:

- A keen eye for detail and a results-driven approach
- Responsible, Dedicated, Reliable
- Electrical experience is a plus
- Working knowledge of MS Office

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical and dental insurance coverage, 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.

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