|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | TEAM ASSEMBLER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of team assembler entails working as part of a team having responsibility for assembling an entire product or component of a product. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A high school diploma or equivalent; * Ability to adjust actions *in re*lation to others' actions, and to give full attention to what other people are saying; * Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions. | | | | |
| COMPETENCIES: | | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done. * Integrity — Job requires being honest and ethical. | | | | |
| TASKS: | | * Confer with supervisors or engineers to plan and review work activities, and to resolve production problems; * Determine work assignments and procedures; * Explain assembly procedures or techniques to other workers; * Mark and tag components so that stock inventory can be tracked and identified; * Operate heavy equipment such as forklifts; * Pack finished assemblies for shipment and transport them to storage areas, using hoists or hand-trucks; * Perform all tasks conducted by the team in the assembly process; * Provide assistance in the production of wiring assemblies; * Rotate through all the tasks required in a particular production process; * Shovel and sweep work areas. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |