



Job Title:	Production Associate	Job Category:	Production
Department/Group:		Reports to:	Supervisor
Location:	Plant #	Position Type:	Full-time
Compensation:	\$13.00/hr.-\$16.00/hr.	Probation Period:	90 days
HR Contact:	Carolyn Espinoza	Date Posted:	06.30.2017
Will Train Applicant(s):	Yes	Posting Expires:	NA
Hours:	Shifts Vary		
Benefits:	Medical, Dental, Vision, Life, STD, LTD, 401-K, Vacation & Personal Days		
Applications Accepted By:			
IN PERSON: Receptionist Adept Plastic Finishing 29835 Beck Rd Wixom MI 48393			
Job Description – Essential			
<p>Role and Responsibilities Specific duties include but are not limited to:</p> <ul style="list-style-type: none"> • Loading and/or unloading parts on conveyor • Part Inspection • Packaging of Parts • Light Assembly • Housekeeping • Material Handling • Other duties as assigned <p>Skill and Education requirements:</p> <ul style="list-style-type: none"> • Prior manufacturing plant experience is preferred. • Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, correspondence and procedures. • Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists. Ability to interpret a variety of instructions, furnished in written, oral, diagram, or schedule form <p>Necessary Attributes:</p> <ul style="list-style-type: none"> • Learns and retains new information faster than most • Consistently meets and exceeds expectations • Requires minimal supervision • Focused on what is best for the company • Ability to meet deadlines • Proactive • Ability to work independently • Team player with a “can-do” attitude <p>Work Environment: While performing the duties of this job, the employee works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and extreme heat</p>			
Employee Signature:	Name	Date	
Approved By:	Name	Date	
Last Updated By:	Name	Date/Time	