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| --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** | | | Production Associate | **Job Category:** | | Production |
| **Department/Group:** | | |  | **Reports to:** | | Supervisor |
| **Location:** | | | Plant # | **Position Type:** | | Full-time |
| **Compensation:** | | | Starts at $11.25, varies by shift | **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** | | | | | | |
| **Role and Responsibilities** Specific duties include but are not limited to:   * Loading and/or unloading parts on conveyor * Part Inspection * Packaging of Parts * Light Assembly * Housekeeping * Material Handling * Other duties as assigned   **Skill and Education requirements:**   * 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   **Necessary Attributes:**   * 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   **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 | | | | | | |
| Employee Signature: | | Name | |  | Date | |
| Approved By: | | Name | |  | Date | |
| Last Updated By: | | Name | |  | Date/Time | |

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