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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:**ReceptionistAdept Plastic Finishing 29835 Beck RdWixom 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 |

JD-PA