

### **Job Description**

We are looking for a full-time **Production Assistant** with experience in Manufacturing and Production to help take our company to the next level. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year and become a national leader. The ideal candidate will be able to support production and manufacturing needs. Position reports to the Director of Operations.

### **Essential Duties and Responsibilities:**

- Execute Pick & Pack process for all outgoing Intelli-Hood shipments.
- Complete checklist-specified programming and testing process on all outgoing Intelli-Hood software components.
- Regularly wiring 230v and 460v electrical input to Intelli-Hood hardware components during the testing process.
- Manage the daily shipping needs for outgoing Intelli-Hood shipments; this includes physically packing orders, processing shipments via UPS' online software, and staging outgoing orders for daily pickup.
- Monitor inventory levels of all Intelli-Hood products; complete periodic inventory counts of high-value, high-turnover items.
- Assist Production Team in completion of quarterly and annual inventory count of all Intelli-Hood stock.
- Meet or exceed designated metrics related to shipping timeliness and accuracy, and test bench throughput timeliness.
- Complete periodic Production process time studies; utilize data for process efficiency improvements.
- Participate in Production Team Kaizen events to identify needed areas of Process Improvement, with emphasis on efficiency and quality; facilitate at least one Kaizen event per quarter.
- Analyze software and hardware during testing process for any quality or technical issues; work with Quality Department to address in-process quality concerns.
- Support Assembly Assistant as needed to meet finished-product assembly metrics.
- Other job duties as assigned.

### **Qualifications:**

- 3-5 years Manufacturing experience preferred.
- Experience and comfortability with electrical work preferred.
- Track record of implementing lean/continuous improvement methodologies preferred.
- Excellent written and verbal communication skills.
- Proficient in MS Word and Excel.
- Positive attitude, a strong work ethic, and a high level of self-accountability.
- Self-motivated, team player with strong organizational skills.
- ERP (SAP) systems experience desired.
- Proven analytical skills and data-mining experience.
- Able to establish and maintain effective working relationships with co-workers, contractors, and customers
- OSHA 10 or 30 Hour training preferred

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires ability to walk, climb, stand, carry materials, stoop, kneel, bend at waist.
- Ability to work on feet for prolonged periods of time.
- Maximum unassisted lift = 70 lbs. Average lift less than 50 lbs.
- Exposed to moving parts and electricity that require safety protocols and training.
- Requires daily usage of hand-held tools, including but not limited to screwdrivers, power drills, wrenches, and box cutters.
- Familiarity with pallet jacks preferred.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Extreme Ownership** - Takes personal responsibility for outcomes and perseveres in the face resistance or setbacks. Pursues everything with energy and drive.
- **Subject Matter Expertise** - Excels at his/her professional function, regularly demonstrating and sharing depth of knowledge and skills. Is a quick study.
- **Clear & Candid Communication** - Ensures that information is passed on to others who should be kept informed; has the courage to say what needs to be said.
- **Building Collaborative Relationships**- Cultivates trusting, respectful, professional relationships with colleagues and customers over time.
- **Planning & Problem-Solving** - Takes the steps necessary to deliver high quality results, on time and on budget.
- **Continuous Improvement** - Constantly seeks ways to improve the internal and external customer experience by delivering better, faster or less expensive products and services.