**POSITION DESCRIPTION**

**Position Title:** Assembler

**Reports to:** Production Lead (as assigned)

**Business Unit:** Envision Dallas

**POSITION SUMMARY**

An Assembler works in a production manufacturing setting. Responsibilities include using industrial machines to manufacture product, pack, count, and palletize product.

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE:**

* Felt inserts EGC
* Die cut eye glass cases EGC
* Pack out eye glass cases - end of line EGC
* Carousel - Step 3 (foam boards) & 5 (tear out) on carousel Vinyl
* Emboss/stamp vinyl award binders or padfolios Vinyl
* Die cut and/or click out for padfolio line Vinyl
* Use machine to attach top clip, metal corners and accessories Vinyl
* Assemble padfolio on machine Vinyl
* Assemble padfolio with pen and & pad Vinyl
* Pack binders/padfolios and palletize - end of line Vinyl
* Fold certificate holders Paperbased
* Shrink wrap certificate holders Paperbased
* Pack paper certificates into boxes & palletize Paperbased
* Assemble SBS/moiré boards to completed wrapped board Paperbased
* Stamp/slit boards with appropriate die Paperbased
* Pack binders into shippers & palletize Paperbased
* Pad print chipboards (not Heidelberg) Writing
* Bottle assembly Writing
* Work on blister machine Writing
* Inker labeler operator Writing
* Pack into shippers/boxes & palletize Writing
* Pull & inspect wall pockets from machine Molding
* Pack finished wall pockets into shippers & palletize Molding
* Safety signs & hard hats assembly FF
* Automatic 1 (less critical) - label machine – 1 piece operation,

snaps on straps Sewing

* Pad Print Sewing
* Bar Tack 1 (less critical) - 1 piece Sewing
* Pack product into shippers & palletize Sewing
* Work under general supervision
* Flexibility to perform other duties as assigned

**JOB REQUIREMENTS INCLUDE**

**Education:** High School Diploma or GED equivalent preferred

**Experience:** Previous work experience required, exposure to manufacturing environment preferred

**Knowledge/Skills:**

* Basic math skills.
* Interpersonal skills necessary to establish and maintain effective working relationships with co-workers and management.
* Possess a positive work attitude and a willingness to carry out instructions.
* Ability to express and share knowledge and ideas in a team environment.
* Ability to multi-task.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| Stand |  |  |  |  |
| Walk |  |  |  |  |
| Sit |  |  |  |  |
| Bend/stoop |  |  |  |  |
| Climb |  |  |  |  |
| Reach above shoulders |  |  |  |  |
| Squat/crouch/kneel |  |  |  |  |
| Push/pull |  |  |  |  |
| Lift |  |  |  |  |
| Usual amount | <10 lbs. | 11-25 lbs. | 26-50 lbs. | 51+ lbs. |
| Carry |  |  |  |  |
| Usual amount | <10 lbs. | 11-25 lbs. | 26-50 lbs. | 51+ lbs. |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Right | Hand | Left | Hand |
| Simple grasping | Yes | No | Yes | No |
| Firm grasping | Yes | No | Yes | No |
| Fine manipulation | Yes | No | Yes | No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | | None | | Occasional | | Frequent | | Constant |
| General shop or store conditions |  | |  | |  | |  | |
| General office environment |  | |  | |  | |  | |
| Humid, extreme hot/cold temps (non-weather) |  | |  | |  | |  | |
| Outdoor weather conditions |  | |  | |  | |  | |
| Fumes or airborne particles |  | |  | |  | |  | |
| Fluorescent lights |  | |  | |  | |  | |
| Moving, mechanical parts |  | |  | |  | |  | |
| Toxic chemicals |  | |  | |  | |  | |
| Loud noise intensity levels |  | |  | |  | |  | |
| Risk of electrical shock |  | |  | |  | |  | |
| Travel for job |  | |  | |  | |  | |