

## ***GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.***



**Job Title:** Assembly

**Last Update:** 1/7/2020

**Reports to:** Assembly Supervisor

**Supervises:** None

**Department/Location:** Warehouse/Rogers, MN

**Work Schedule:** Generally, 8am – 4:30pm with option of 8am – 5pm with 1-hour lunch.

**Eligible for remote work:** No

**Safety sensitive position that is subject to random drug/alcohol testing.**

**Basic Function:** This individual will be involved in production and assembly of products for GNE owned brands. Primary duties will include: picking, shipping, receiving, staging, assembly, inventory control and general warehouse safety and cleanliness related to assembly products.

### **Essential Functions:**

- Assembly:
  - Assembles product per specifications.
  - Ensures quality and completeness of product during production.
  - Continuously identifies and recommends efficiencies in the day-to-day assembly processes.
  - Operates equipment and tools to aid assembly.
  - Efficiently and thoroughly pack products to minimize damage.
- Material handling:
  - Operates a forklift or pallet jack move product. Notifies supervisor of damages and discrepancies.
  - Stages product in appropriate area for assembly or put away.
- Inventory Control:
  - Picks all orders from stock as required per production/assembly order lists.
  - Performs cycle counts on a scheduled basis, records result and makes placement adjustments as necessary.
  - Coordinates production schedules.
  - Assists in equipment upkeep.
- Keeps supervisor informed of important developments, potential problems and related information necessary for effective management.
- Develops and maintains effective working relationships with personnel in other departments to ensure the proper coordination of receivables.
- Performs related work as apparent or assigned.
- Attends training as directed by GNE.

### **Knowledge/Skills/Abilities:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to see a job through to completion and passion to believe in the quality you provide.

- Knowledge of and willingness to follow company policies
- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct themselves in a professional manner
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers/vendors.
- Adapts to changes in work environment; changes approach or method to best fit the situation; able to deal with frequent change.
- Ability to effectively manage timetables, time requirements and deadlines.
- Thorough knowledge of the Company's product line and of customer requirements and peculiarities.
- Uphold all equipment and operating safety requirements to avoid personal injury and property damage.
- Observe safety and security procedures.
- Is reliable and can be counted on.

### **Qualifications and Experience:**

#### **Required**

- High school education or equivalent.
- High mechanical aptitude.
- At least 1 year of related inventory/assembly experience.
- Solid understanding of process and efficiencies.
- Exceptional organizational skills.
- Possess a forklift certification or have the ability to be adequately trained to obtain one.
- Speak, write, and read English.
- Accurately pick orders with alpha-numeric characters.
- Computer skills.

#### **Preferred**

- Experience with RF devices.

### **Budgetary Responsibilities: none**

**Machines/Equipment:** In the normal course of performing this job a telephone, pallet jack, hoist, vacuum lift, power tools, hand tools, saw, forklift, RF guns, and personal computer will be used.

### **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.

- Regularly required to use hands to handle objects, talk and hear.
- Regular wrist and/or hand movement is required.
- Ability to lift up to 50lbs on a regular basis and up to 85lbs occasionally.
- Regularly required to stand, walk, and reach with hands and arms.
- Regular bending, twisting, stooping, reaching and lifting.

- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- **Office:**  
Office setting is climate controlled and the noise level is usually quiet to moderate.
- **Warehouse:**  
Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklift, foaming and cutting equipment.

**Summary:** This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.