

**Position Description:**

Tool Assembler / Shop Hand

Objective:

Tool Assembler is responsible for assembling and shipping out all products for the group. The objective of the Tool Assembler is to ensure all of our products are assembled in a safe manner according to the technical specifications and assembly procedures. The Tool Assembler must also support the Shop Supervisor in all paper and computer work completion in regards to quality tracking and shipping documents.

Specific Accountabilities:

1. Assemble tools according to assembly procedures.
2. Ship products to customer in a safe and timely fashion.
3. Service and re-dress tools from customers in a timely fashion.
4. Support and / or complete quality forms with direction from the Shop Supervisor.
5. Maintain organization and cleanliness in the shop.
6. Support Shop Supervisor for product inventory and shop supply inventory levels.
7. Pick up and deliveries of parts and products to and from customers and suppliers.
8. Support creating work instructions for tool assembly and testing.

Authorities:

Act

1. Ship goods to customers
2. Perform deliveries
3. Call courier services when instructed by the Shop Supervisor

Qualifications:

1. Basic computer skills
2. Working knowledge of the in-house ERP system (Pronto)
3. Good assembly / testing knowledge of products
4. Problem solving skills are beneficial

Environment:

This is a shop position that includes long periods of standing on the shop floor, as well as some driving time for pick-ups & deliveries to customers and suppliers.

Reporting:

- *This position reports to the Shop Supervisor
- *Peers include other Tool Assemblers
- *There are no direct reports to this position