

POSITION SPECIFICATION



Manufacturing Assistant

COMPANY OVERVIEW

Pearl designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts for thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

POSITION SUMMARY

The individual in this position will be utilized and cross-trained in a variety of production related functions. Responsibilities include, but are not limited to, crate building and product packaging, lifting and moving of materials, loading and unloading product, building or assembling product, as well as routine ground or facility maintenance.

The Individual in this position must be productive and have a high commitment to quality and flexibility in performing work assignments per a daily schedule.

The employee will perform these tasks while maintaining a positive and productive relationship with Pearl's employees and department heads.

Reports to: Manufacturing Supervisor

Classification: Non-Exempt

Location: Savannah, New York

Key Interfaces: Pearl Team Members, Production Team, Facilities, Safety Committee, Shipping & Receiving, Quality Control

MAJOR RESPONSIBILITIES

- Build shipment crates, or corrugate containers, ensuring that the product is properly packaged in order to maintain quality.
- Assist with the manufacturing of product performing such duties as cutting, deburring, grinding, simple machining, etc.
- Assemble less complex product.
- Move and organize materials, manufactured products and building supplies, ensuring all are stored in appropriate areas.
- Label and/or package product.

- Document appropriate production information for reporting.
- Perform various cleaning activities throughout the factory which could include sweeping, mopping and removal of trash.
- Assist with various routine maintenance activities throughout the facility such as preventative maintenance and routine safety checks.
- Perform various cleaning activities throughout the factory which could include sweeping, mopping and removal of trash.
- Monitor building to ensure a neat, clean and safe environment in accordance with company established safety procedures.
- Follow all written and verbal instructions.
- Perform other duties as assigned.

Safety:

- Ensure that all Safety Policies are being followed in all work performed on product, processes or equipment.
- Maintain a safe work environment.
- Utilize proper Personal Protective Equipment (PPE).
- Be current with annual trainings.
- Offer recommendations for enhanced safety measures to the Safety Committee.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent. One to two years prior work in manufacturing, carpentry and/or buildings and grounds; ability to drive a forklift is a plus.
- Must be able to read, write and speak English.
- Proficient in the use of general hand and power tools such as screw drivers, wrenches, drills, grinders, circular saws, etc., as well as measuring devices such as rulers.
- Able to read and understand a production schedule or work order to determine items to be moved, gathered, distributed, built or assembled.
- Detail oriented, self-motivated individual with a positive attitude who possesses excellent organizational skills.
- Responsible for completing tasks in a timely fashion.
- Work well as a team player while developing relationships with coworkers of diverse backgrounds and cultures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Inside work is performed in a temperature-controlled environment.
- Work position involves frequent standing, walking or sitting, as well as occasional carrying, bending, kneeling, reaching below and above shoulders, and lifting of objects weighing up to 50 pounds.