



Job Title: Assembly Support

Job Description:

The Assembly Support provides technical support and assembly of hardware to meet specifications. Responsibilities include following technical instructions, preparing product for shipment, supporting returned and warranty products. Responsibilities also include providing administrative support to facilitate incoming and outbound shipments. The primary focus of this position is on projectile assembly.

Responsibilities:

- Perform assembly of product as needed to meet production goals.
- Utilize drawings, work instructions, and wiring diagrams to assemble, test, and troubleshoot products.
- Assemble product to meet specifications and operate within standard operating procedures (SOPs) and Job Safety Analysis(JSAs)
- Perform rework and manage reclamation of parts.
- Communicate inventory needs and assist with maintaining inventory levels.
- Update and maintain records to track products.
- Complete daily production logs
- Clean and maintain work area. Turn off and lock out equipment when not in use
- Identify risk mitigation actions and risks
- Collaborate with team to improve assembly procedures, design of product, productivity, cost reduction, and quality of assemblies.
- Assist engineering and manufacturing with testing of products, as needed
- Misc. warehouse and administrative duties if needed.

Requirements

- Able to lift 30 lbs
- Proficient in Microsoft Office
- Able to multitask and prioritize
- Organized and detail orientated

Compensation:

- Pay is commensurate with experience.

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