



Job Title: Production Support

Job Description:

The position of Production Support provides assistance to manufacturing, in preparation and assembly of hardware to meet specifications. This entails following technical instructions, performing new parts inspections, managing inventories, preparing product for shipment and supporting returned or broken products. The position is based in the corporate offices in Virginia Beach, VA. The position reports to the Production Manager.

Responsibilities:

- Performs basic assembly of product as needed to meet production goals.
- Inspect new product to ensure dimensionally correct.
- Assembles product to meet specifications and operate within standard operating procedures (SOPs) and Job Safety Analysis(JSAs)
- Utilize drawings, work instructions, and wiring diagrams to assemble products.
- Assist in the physical count of inventory.
- Processes returned components for product breakdown
- Kitting consumables for vendor assembly
- Packages finished goods for shipment
- Clean and maintain work area. Turn off and lock out equipment when not in use
- Identify risk mitigation actions and risks
- Work with Manufacturing Supervisor and engineering staff to support other aspects of product development
- Support company policies and procedures, goals and objectives, and good manufacturing practices

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.

Interested candidates submit to: careers@starchase.com

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