

Job Title: Electromechanical Assembly Lead 0814
Reports To: Manufacturing Manager

Category: Non-exempt

Position Summary: Provides leadership to the assembly team. Develops a competent and motivated team through training and mentoring. Promotes Lean Manufacturing principles to maximize the performance and efficiency of the team.

Essential Functions:

- Manage policy deployment in the areas of Lean Manufacturing, quality, cost reduction, on-time delivery, safety, customer satisfaction, employee relations, visual controls and plan performance measures
- Provide leadership for employee relations through effective communications, coaching, training, development, and annual performance reviews
- Provide leadership for problem resolution to facilitate fast improvements and improved working relationships
- Maintains a safe, organized, and clean work environment; follows all safe work procedures
- Coordinates resources to meet scheduled ship dates
- Mentors less-experienced employees on proper techniques and process flow
- Works closely with Manufacturing Engineering to develop/revise procedures and work instructions, and on disposition of non-conforming materials
- Interacts directly with Production Scheduler and Manufacturing Manager to ensure customer satisfaction
- Seeks out continuous improvement opportunities
- Provides feedback on all issues/opportunities to Production Manager
- Assembles, modifies, reworks and repairs all products
- Interprets work documents and procedures
- Exhibits and maintains a high level of accuracy and efficiency producing a quality product
- Accurately conducts product tests
- Inspects results to ensure conformance with work documents/company standards
- Packages/over-packs products as needed
- Promotes a team spirit throughout workplace; generously offers support and willingly shares information with co-workers
- Positively adapts to various assignments
- Maintains a customer focus consistent with company mission
- Takes on internal auditor responsibilities as needed
- Assists with cycle counting and physical inventories as needed
- Performs other duties as assigned
- Willing to work overtime hours as requested on an ad-hoc basis

Qualifications:

- * High School diploma or equivalent
- * 3+ years electromechanical assembly experience
- * Good computer skills
- * Ability to comprehend procedures and documentation written in English
- * Knowledge of hand tools
- * Ability to identify, form and install various components
- Hand soldering experience preferable
- Knowledge of blueprints/schematics preferable
- * Strong communication skills

Physical Demands:

- Required to lift up to 65 lbs.
- Regularly required to stand all day, bend, reach and move about the facility

Delegation of Authority:

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

*Denotes essential qualification