

# Position Plan: Assembly Team Member

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## Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

## Position Responsibilities and Objectives:

Assembly Team members are responsible for picking, assembling, and packaging Rekluse parts, sub-assemblies and finished products through established processes and procedures. Assembly Team members are also responsible for continual processes improvement and the documentation of procedures that maximize quality and productivity.

## Functional Outline:

- Correctly pick production kits based on product BOM's and established procedures
  - Accurately assemble, test (when applicable) and inspect sub-assemblies and FGI products using established procedures and processes
  - Accurately package product according to work orders and documented procedures
  - Weigh packaged product to verify correct assembly and troubleshoot variations on weight discrepancies
  - Accurately manage orders to insure the consistent flow of product through the system
- Regularly verify shelf inventory
- Catch and report potential quality issues to leadership for resolution
- Maintain a First in First Out inventory (FIFO) system
- Cleaning and maintain the assembly area including to but not limited to sweeping and cardboard removal
- Use of internal applications to move product and determine build order
- Identify and work with the team to implement continuous process improvements
- Meet department productivity and quality measures
- Complete other projects or tasks as requested by leadership





## **Employment Details:**

### **Position Type and Expected Hours of Work**

This is a full time non-exempt hourly wage position and will fall within the wage guidelines as described in the Rekluse Operations Scoping Document contained in the Employee Handbook.

### **Physical Demands**

While performing the duties of this Job, the employee is regularly required to stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

### **Work Environment**

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

### **Communication Interfaces:**

This position reports directly to the Production Lead, who may direct you to other company resources to help resolve any issues

### **Contact:**

If interested in applying for this position please submit a resume with cover letter to Amanda Mumford at [amanda@rekluse.com](mailto:amanda@rekluse.com)

