



exceed enterprises

5285 SE Mallard Way, Milwaukie, OR 97222 * Phone: 503-652-9036 * www.exceedpdx.com

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ASSEMBLY-PRODUCTION WORKER (MAP

****SUMMER JOBS: Both Part-time and Full-time Positions Available ****

(Hours between : 7:00 a.m. - 3:30 p.m., Monday - Friday)

JOB DESCRIPTION

POSITION: Assembly / Production Worker

CLASSIFICATION: Regular, Non-Exempt, Full-time or Part-time

DEPARTMENT: Manufacturing

POSITIONS SUPERVISED: None

SUPERVISOR: Assigned Floor Supervisor

REPRESENTATIVE OF ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform assigned tasks to the Quality and Quantity Specifications set by the company.
- Identify and procure needed supplies from inventory to stock own workstation.
- Operate production and material handling equipment as requested or assigned.
- Record quantity of work completed, hours worked, and other data/information as required.
- Observe and follow all safety regulations and rules.
- Mentor, encourage, and assist co-workers as requested and appropriate to meet identified production quotas, maximize productivity, and assure a safe working environment.
- Take direction and work collaboratively in a team environment.
- Perform other functions as assigned by designated Supervisor.

MINIMUM QUALIFICATIONS

- Experience in the field of general assembly/production is preferred, but not required (we will train you).
- Reliable attendance
- Must pass a criminal background check and drug test
- **There is no requirement to speak or write in English.**

Physical Requirements

- Some positions require extended periods of sitting.
- Must be able to perform physical labor requiring continual and repetitive use of fine motor skills with manual dexterity.
- Must be able to use large motor skills to stand, move about in tight spaces, maintain balance, sit, reach and continual and repetitive use of fine motor skills and manual dexterity.
- Must be able to work on hard surfaces for long periods of time.
- Must be able to work in all weather conditions including seasonally hot or cold temperatures and in climate weather.
- Some jobs require occasionally lift 50 pounds maximum with frequent lifting and or carrying objects weighing up to 25 pounds, and frequent bending and stooping.

We are an equal opportunity employer and specialize in helping Adults with disabilities find employment.

BENEFITS: Regular employees who work full-time are eligible for benefits (health, dental, vision, life, AD&D, STD, Paid time off, etc.)