



JOB TITLE: DRAWER CELL

DEPARTMENT: FINAL ASSEMBLY

REPORTS TO: FINAL ASSEMBLY SUPERVISOR

DAYS: MONDAY TO FRIDAY

TIME: 1<sup>ST</sup> (7:00-3:00) & 2<sup>ND</sup> (3:00-11:00) (OVERTIME AS NEEDED AND APPROVED)

JOB SUMMARY:

On a daily basis, assembles drawer boxes and associated parts. Prepares and organizes drawers per schedule. Maintains flow in assigned work area.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING, BUT ARE NOT LIMITED TO:

Assembles drawer boxes and associated parts

Maintains equipment

Attaches glides and drawer faces, installs locks and pulls

Repair and adjust flaws or misalignments

Alert supervisor of any discrepancy in specifications or measurement

Follows assigned production schedule and reports progress to supervisor as needed

Other duties and projects as assigned

JOB QUALIFICATIONS:

Education: High School Diploma or equivalent required

Experience: 6 months or more working in production

Physical mobility sufficient to accommodate bending, reaching, lifting and gripping up to 50 lbs

Basic math skills to include fractions and decimals, including conversion

Ability to read a tape measure quickly and accurately

Understanding of blue prints in regards to cabinet building

Intermediate Microsoft knowledge

Have good attention to detail

Effective oral and written communication skills

Strong analytical and problem solving skills

Ability to learn quickly and desire to take on new projects

Must present a professional image

Team player

Training in Lean Manufacturing preferred

Capable of handling a fast paced environment