



MFP Automation Engineering
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Title: Assembly Technician

Status: Full Time, exempt / non-exempt

Department: Light Assembly

Reports to: Install Manager

Purpose of the Position: To fabricate, assemble, package, and label all product flowing through the Light Assembly Department. This person must be able to manage the fast pace and ever-changing priorities of the orders funneling into the department. This position will be responsible for the On-Time-Delivery metric and quality of all products produced in Light Assembly. They must be self-directed and driven to accomplish all daily tasks without continuous monitoring. This position will also serve as a back-up for our Parker Store sales. Customer support and excellent communications skills are necessary. This position is also required to have a Team Player mentality to support all areas as needed.

Job Responsibilities:

- Must have strong mechanical skills.
- Must be able to follow work instructions.
- Must have a strong quality ethic and follow department quality systems.
- Must have computer skills to support:
 - PTS tagging system.
 - Trulinx inventory tracking.
 - Basic Excel and Outlook skills.
- Must have excellent organizational skills and maintain a clean and safe work environment.
- Able to read basic hydraulic schematics.
- Assembly of hydraulic hose components, including crimping.
- Assembly and bending of steel tubing components.
- Assembly of hydraulic manifolds.
- PTAC certification – Technician level desired over time.
- Coordination of daily work schedule to maintain On-Time-Delivery to customers.
- Back up for Parker Store sale to support walk in customers.
- Excellent communication and social interaction skills.
- Strive for continuous improvement in all day-to-day activities (streamlining operations, creating efficiencies)
- Multi-tasking and ability to change priorities as needed.
- Team player

Qualifications:

- High school diploma / or equivalent
- Proficient in basic computer skills (Word, Excel, Outlook, etc...)

Critical Competencies: Excellent team work and communication skills. Must have excellent quality ethic and attention to detail skillsets.

Specialized Knowledges, License, etc.: None 'required' for the position. Chauffer license may be requested and training accommodated once hired.

Working Conditions: Indoor shop environment.

Reviewed and Agreed Upon: _____