



Job Description

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Kitting

Department: Kitting

Location: Paris/Fort Smith

Reports To: Supervisor

Revision Date: 10/20/23

SUMMARY: Job duties include, but are not limited to, reading and understanding written instructions, assembling timing kits, and packing orders. Applicants must have good problem-solving skills. Previous warehouse/order fill experience preferred. High School Diploma or GED preferred. Must be able to lift up to 50 lbs. Must be able to stand for 8 to 10 hours a day.

REPRESENTATIVE DUTIES:

- Understand how to use Plex to complete check sheets.
- Assemble kits according to check sheets in Plex.
- Packs parts for final shipment as per BOM info.
- Notifies Supervisor in the event they find nonconformance parts.
- Performs any other jobs assigned by the Supervisor.
- Maintains a safe work area by performing general housekeeping duties in work area.
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RESPONSIBILITIES AND AUTHORITIES WITHIN THE QUALITY SYSTEM:

- Release product to ship or to the next operation by following documented instructions.
- Notify Supervisor for nonconforming or suspect product.
- Identify and record problems.
- Recommend solutions to problems through channels.
- Notifies supervisor when deterioration of product in stock is detected.

EDUCATION: High School diploma or GED preferred but not required.

WORK ENVIRONMENT: Warehouse

PHYSICAL/MENTAL REQUIREMENTS RELATING TO ESSENTIAL FUNCTIONS:.

Prolonged standing required. Ability to lift 50+ pounds.

EXPERIENCE: N/A

TRAINING: N/A

SKILLS: Basic math and reading skills.
