



Comefri USA, Inc.

Job Description: Assembler

- Reports To:** Production Manager
- Job Summary:** To perform an identified set of tasks necessary for the assembly and packaging of commercial HVAC fan products.
- Basic Functions:** May include the following operations: wheel assembly and balancing, housing fabrication, assembly and packaging of small, medium, large and twin fans.
- Education/Training:** High School Diploma or equivalent preferred
- Experience:** Should receive approximately one week of training, per specific operation, before the individual can become qualified in performing the operation alone. An individual may have to receive follow-up training, if quality, efficiency and/or safety performance(s) are below the established criteria for that specific operation.
- Responsibilities:** Perform all tasks related to pre-assembly, assembly and/or packaging of the products manufactured in the assigned area. The individual must exhibit the ability to plan and perform the sequence of work according to the standards and methods of operations that are available. The individual must be capable of making decisions and working with other employees or alone with minimal direct supervision.
Tasks include, but are not exclusive, to the following:
1. Assure all materials are available to complete that day's assigned work schedule;
 2. Assure all equipment & tools are available and are in safe working condition;
 3. Perform all quality checks, standard work and verifications, as specified by the Standard Operating Procedures and/or on-the-job training;
 4. Perform all necessary steps to maintain a clean and organized work area throughout the work day;
 5. Monitor and record all information requested for that operation;
 6. May be required to participate in annual (or periodic) company inventory.
 7. Actively participate in continuously improving the operation; and
 8. Perform any other company duties that are legal, safe, and deemed necessary by management
 9. All other duties assigned
- Skills Required:**
1. Basic math
 2. Proper handling of pneumatic and hand tools
 3. Capable of mig welding and/or machining is desirable
 4. Capable of being certified in the use of overhead cranes
 5. Capable of working with others
- Work Environment:** Relatively clean working conditions, which may involve exposure to minimal levels of dust, paints, oils and greases. There may be intermittent noises due to the use of pneumatic hand tools. The person must be capable of lifting for short periods of time 50 lbs. or less.
- Environmental Conditions:** Must be able to perform the physical demands of the job.

Send resume to:

330 Bill Bryan Blvd
Hopkinsville, KY 42240
lbaker@comefriusa.com