

**JOB TITLE: PRODUCTION ASSOCIATE****1. PURPOSE AND SCOPE:**

The Production Associate is responsible for producing quality parts and meeting the on-time completion expectations of their Production Lead and Assistant Lead.

**2. RESPONSIBILITIES:**

- Build quality products as assigned
- Ensure on-time completion of products assigned
- Accountable for the verification of a job set-up by their lead person
- Must make sure that all paperwork given to them for a job by their lead is correct
- Make certain that DBA Labor Timesheet is filled out correctly and turned in each day
- Provide on-the-job assistance to new associates as directed by a lead or assistant lead.
- Attend production related classes, which includes IPC 620 classes
- Promote team building
- Clean work area at the end of the day

**3. EDUCATION and TRAINING:**

The Production Associate is required, as a minimum, to have a high school diploma or GED equivalent. The Production Manager and the Human Resource Manager can determine whether education and training are “equivalent” based on their experience.

**4. TECHNICAL REQUIREMENT:**

Use and knowledge of a ruler is essential.

**5. EXPERIENCE:**

Work knowledge of wire harness processing is preferred.

**About GlobalTec:**

GlobalTec is a trusted resource for designing and building exceptional full cable and wire assemblies. Every day, we look to foster a respectful and hardworking environment our people can take pride in. We're not your typical manufacturing shop—and we like it that way. Our facilities are clean, safe, and comfortable to work in. Our instructors take time to teach proper and safe operation of our state-of-the-art equipment. And every department, from design to engineering, works together to get the job done.

**Available Shifts:**

*1<sup>st</sup> 530 am – 4 p.m. Mon-Thurs*

*3<sup>rd</sup> Shift 945 p.m. – 530 am Mon- Fri*

New Hires interested in 3<sup>rd</sup> Shift may start on 1<sup>st</sup> shift for a week or two for training purposes and then move to the 3<sup>rd</sup> shift schedule

**Process to Apply:**

Apply Online <https://www.globaltec.com/apply/>

Qualified candidates will receive a call from Human Resources to arrange for your date and time to complete a math test. **Please Note:** COVID19 Screening will be in place to allow any visitors onsite. Attached is the screening form you will require to complete successfully to enter. The following times will be available for testing (limit to 5 per session):

Friday March 20, 2020	11:30 a.m. / 1:30 p.m.
Monday March 23, 2020	11:30 a.m. / 1:30 p.m.
Tuesday March 24, 2020	11:30 a.m. / 1:30 p.m.
Wednesday March 25, 2020	9:30 a.m. / 1:30 p.m.

**How to Advance:**

Those who advance are asked to contact a designated Temporary Employment Agency to start the Pre-Employment Testing (drug and vision test). Start dates are almost immediate pending results.

Successful candidates who demonstrate good performance and attendance may be hired in directly at GlobalTec within the first 30 days of employment whereby he/she will become eligible for our competitive benefit plan within 60 days of direct employment as well as many other employment benefits (gainshare, profit share, 401K, 10 Paid Holidays).

We thank all candidates for their application; however, only those selected will be contacted to begin testing with us. Best of luck to all candidates!

**What controls does GlobalTec have in place to keep their employees safe during COVID19?**

- Continued monitoring of COVID-19 developments
- Education about good hygiene
- Additional Cleaning – 5 days a week
- Employee cleaning daily at workstations made mandatory
- Social Distancing

Anyone sick or appearing to show symptoms are sent home immediately