

POSITION DESCRIPTION

Reporting to the Production Supervisor, the Production Associate is responsible for various production roles, based on order flow and demand, including order preparation, assembly/soldering, QC, packing, and shipping. This role involves soldering, customizing, configuring, and assembling LED lights. The Production Associate is critical to make sure orders are accurate, complete, assembled correctly, and shipped on-time. As needed the Production Associate will help conduct a physical inventory. The Production Associate is flexible and maintains a positive attitude while taking pride in the craftsmanship and quality behind our custom LED solutions.

KEY OUTCOMES

- Ensure high quality for every product assembled.
- Prep, assembly, quality control, and ship orders on time.
- “Ship clear” at the end of each week and month.

JOB RESPONSIBILITIES

- Interact and communicate information with Production and Shipping & Receiving teams.
- Communicate with employees and relay any special instructions concerning order completion.
- Work with Sales Representatives and answer questions about certain orders or trouble shoot.
- Work the Prep, Solder, Quality Control, 120V, and Neon stations as needed.
- Work in Packaging to gather power supplies/track/accessories and package items in boxes.
- Work in Shipping to gather up to date information about ship-to addresses or shipping methods.
- Gather information about larger orders and notify the Shipping department, so that the technicians can gather power supplies and track needed in advance.
- If a Purchase Order has incomplete or incorrect information regarding shipping methods or products, get a revised copy from the Order Processing & Customer Service Coordinator.
- Help conduct physical inventory, as needed.
- Gather information about production supplies needed for daily jobs and routines, and let the Production Supervisor know to order more items.
- Be responsible for entering correct information into the company’s information systems.
- Check in with the Production Supervisor throughout the day and update each other on the current workload and other noteworthy items of discussion.
- Sit in on daily morning “huddle” and provide appropriate information and feedback that concerns company methods or procedures.
- Provide guidance and insightful input on temporary employees
- Shop cleaning and overall maintenance are important to everyone who uses the shared workspace: make sure to clean workstations, sweep, and remove waste daily.
- Other tasks associated with Nova Flex as requested.

Production Associate

LOCATION: ST. CLOUD, MN

NOVA FLEX[®]

QUALIFICATIONS

- Minimum Education: Associate degree is preferred but not required.
- Minimum Experience: Two (2) years of related fulfillment, warehousing, and/or manufacturing experience preferred.
- Attention to detail and quality and craftsmanship focus a must.
- Must work well in a team environment.
- Must possess effective time-management skills.
- Excellent communication skills.
- Personal interest in innovative LED lighting products required.

COMPANY

Nova Flex LED is a rapidly growing manufacturer of feature rich and specialty LED lighting and controls. The Company strives to be the lighting service leader focused on the commercial & specification and national account distribution markets. To support its continued sales growth, Nova Flex is seeking an experienced applications and technology professional to ensure its systems scale.

The people at Nova Flex embody the following core values:

- Treat everyone with respect
- Step up for the greater good
- Easy to work with
- Get shit done
- Do what it takes
- Embrace change

Nova Flex operates Traction to instill focus, discipline, and accountability throughout the organization so that everyone can execute at a high level. And Nova Flex works hard to maintain a progressive, fun culture that embraces professional development and personal growth.

DIVERSITY STATEMENT: Nova Flex LED provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.