



POSITION TITLE: Assembler
DEPARTMENT: Manufacturing
REPORTS TO: Production Supervisor
FLSA: Temporary
LOCATION: US-Woodridge, IL

INVENTUS POWER

Inventus Power, founded in 1960, is the leading provider of advanced battery and power systems for global OEMs. We specialize in the design and manufacture of Li-ion battery packs, smart chargers, and efficient power supplies across a broad range of portable, motive & stationary applications.

With headquarters in Woodridge, Illinois and manufacturing facilities in the United States, Mexico, Brazil, China and Malaysia, we are strategically positioned to support the needs of global brands.

From design & engineering to performance testing & mass production, Inventus Power provides accelerated end-to-end solutions. Our broad market/application expertise, technology agnostic approach, global footprint, and vertical integration allow us to deliver safe, reliable & innovative power solutions at an exceptional speed to market.

POSITION SUMMARY

Using a variety of hand & power tools, fixtures, work instructions and test equipment to perform a series of operations to correctly assemble/test medical/military devices.

ROLES & RESPONSIBILITIES

Accountabilities	Weight %
1. Read and comprehend instructions and follow established procedures	5
2. Collect all material and equipment needed to begin the process	5
3. Select or modify components according to measurements and specifications	10
4. Align material and put together parts to build more complex units	70
5. Select or modify components according to measurements and specifications	5
6. Report on issues, malfunction or defective parts to Team Lead	5

GENERAL QUALIFICATIONS AND COMPETENCES

Education Background (Major, Degree etc.)	High School Diploma or GED preferred
Work Experience (Area, Service Year etc.)	Prior experience as an assembler in a manufacturing environment working with small and large components preferred

Skills and Level (Language, IT, expertise etc.)	Ability in using a variety of hand and power tools, such as glue gun, soldering iron, pliers and tweezers, scissors, testing equipment, welding equipment, etc. Basic understanding of English and ability to read and follow work instructions
Competences	Excellent hand-eye coordination and attention to detail
Requirements	We are an ITAR facility and hire only US persons who are defined as U.S. citizens or green card holders.

Physical Requirements:

- See attached Addendum A

Addendum A

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:												
ACTIVITY	FREQUENCY		# OF HOURS A DAY									
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
1a. Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d. Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5e. Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6f. Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7g. Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8h. Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9i. Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIFTING
 0-10 lbs. 10-15 lbs. 15-30 lbs. Over 30 lbs.

2a. HAND MANIPULATION REQUIRED?
 Yes (If yes, complete a, b, c, d, e) No

2b. Repetitive hand movements? Yes No

2c. Simple Grasping? Right Hand Left Hand
 Yes No Yes No

2d. Power Grasping? Right Hand Left Hand
 Yes No Yes No

2e. Pushing Pulling? Right Hand Left Hand
 Yes No Yes No

2f. Fine manipulation: Right Hand Left Hand
 Yes No Yes No

3a. Does the job require worker to reach or work above the shoulder?
 Yes No Frequency Rarely

3b. Reaching at or below shoulder level?
 Yes No Frequency Once in a while

4. Does the job require use of his/her feet to operate foot controls or for repetitive movement?
 Yes No

5. Are there special visual or auditory requirements?
 Yes No
 Describe: Working with computer terminal and telephone

WORK ENVIRONMENT:
 6a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?
 Yes No

6b. Is the employee exposed to fumes or airborne particles?
 Yes No Occasional solder fumes