

Meritec headquartered in Painesville, Ohio, is a dynamic, DIB (Defense/Medical Industry Base) designated "Essential", global high-tech firm in growth mode looking to fill full-time position for Production Assistant. Meritec values and safeguards Work Family, recognizes importance of work-life balance, offers a great working environment, competitive pay and benefits, rewards with advancement and incentives. Interested candidates please send resumes to HR@MERITEC.com.

**SUMMARY:** Operate molding machine to produce plastic parts. Use small hand tools to trim plastic parts as needed; use tooling inserts and measuring gauges. Maintain quality standards by operator in-process inspection.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Know and follow the ten Production Principles located in ISO Express.
2. Maintain a safe working area for all Associates by abiding by all safety rules and instructions, by reporting any unsafe conditions (in machinery, fixtures, facilities, etc.) to any supervisor, or manager.
3. Maintain quality standards by:
  - a) performing inspections for problems as instructed by the set-up/process technician, and for routine problems such as flash, short-shots, sticking parts, poor surface finish, broken or shifted cores, degraded material, etc.,
  - b) maintaining concentration on the work at hand,
  - c) halting any process that exceeds an acceptable scrap rate and notifying set-up/process technician, inspector, production supervisor and/or responsible engineer,
  - d) ensuring that molds and tooling are not damaged,
  - e) performing in-process inspection with the use of production inspection gauges, fixtures and tooling.
4. Perform time and recordkeeping and routine maintenance activities associated with production, including:
  - a) keeping accurate accounting of daily production on assigned machine(s),
  - b) understanding and following the Load Sheets, and keeping them up-to-date,
  - c) filling out daily time sheets for the jobs that are run,
  - d) counting, weighing tagging and routing parts to the next operation (including parts jobs that run with an operator), and
  - e) keeping work areas neat, clean and organized.
5. Operate various types of molding machines to produce relatively complicated plastic parts within time standards, including:
  - a) demonstrating the ability to run various molds,
  - b) working with various hand tools and measuring devices,
  - c) working at different work stations as production needs require,
  - d) reporting problems with tools, fixtures, equipment, etc. to set-up/process technician, supervisor and/or manufacturing engineering.
6. Know and practice all Company and department policies.
7. Communicate problems and concerns to Production Supervisor, or any supervisor or manager.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**SUPERVISION RECEIVED:** Close supervision during training periods by Production Supervisor or other experienced operator; thereafter, Production Supervisor is available to answer questions and provide guidance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required; related experience and/or training preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, maintenance instructions, and procedure manuals. Ability to write routine notes.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to sit, to use hands to finger, handle, or feel, and to reach or pull with hands and arms. The Associate frequently is required to stand, walk, and talk or hear. The Associate is occasionally required to bend over, turn from side to side, stoop or kneel. The Associate must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Safety glasses must be worn in most areas.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is frequently exposed to moving mechanical parts and sharp tools or blades. Associate may come in contact with various chemicals (primarily solvents); protective equipment is provided and must be used. The noise level in the work environment is usually moderate.

Salary commensurate with experience, knowledge and capabilities.

**BENEFITS:** 401K with match / Health w/HSA seed and match, Life, Dental, Vision Insurance / Wellness Program / Fitness Center / Break room with video games / Paid Time off / Tuition Reimbursement

Meritec's Mission – To create a Company with a reputation for superlative quality that generates unique and custom solutions to important problems. To use our skills with metals, plastics and product design to create these solutions and to continuously upgrade these skills with education, innovation and tool enhancement. To generate enough profit to ensure corporate longevity to significantly reward our Team. To learn more about Meritec, visit [www. MERITEC.com](http://www.MERITEC.com).

Interested candidates please send resumes to [HR@MERITEC.com](mailto:HR@MERITEC.com)

COVID-19 considerations:

Please refer to [MERITEC.com](http://MERITEC.com) for Covid-19 Protocols. Meritec is considered an essential provider to Mil/Aero and Medical Industries; et al. We have exceeded state and governmental guidelines in ensuring the health and safety of of our Work Family.

**Requirements: Please forward resume to [HR@MERITEC.com](mailto:HR@MERITEC.com)**

All Candidates must be U.S. Citizens. Candidates must be willing and able to pass a background check and drug screening to be considered for a position at Meritec. Meritec provides equal employment opportunity to all individuals/M/F/D/V.

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