



CREATIVEBUSINESS
I N N O V A T I O N S

| | | | |
|---------------------|----------------------------------|---|-----------------------|
| DATE POSTED: | September 24, 2014 | REPORTS TO: | Production Supervisor |
| JOB TITLE: | Production Associate – 2nd Shift | LOCATION: | |
| DEPARTMENT: | Manufacturing | East Liberty, OH Lincoln, AL Greensburg, IN | |

Scope and Purpose of Position

Performs repetitive line assembly operations to mass-produce tire/wheels and sub-assemblies

Tasks of the Position

- Places components on production line as specified by the operations standards
- Assemble components with the use of bolts, clips, and screws, to otherwise fasten parts together
- Participate in activities to include 5S, Kaizen, Quick Hits, Six Sigma, and other related continuous improvement events
- Other duties as assigned

Knowledge/Skills/Abilities

- Work in a standing position for a minimum of 8 hours
- Perform tasks that require continuous reaching, grasping, twisting, leaning and bending
- Read and comprehend simple instructions, short correspondence, and memos
- Effectively present information in one-on-one and small group situations to customers, clients, and other associates in the organization
- Add and subtract two digit numbers and to multiply and divide with 10's and 100's, using weight measurement, volume and distance
- Possess organizational, priority/time management, problem solving, and conflict resolution

Job Requirements

- Safety apparel (PPE) and uniform mandatory
- Must be able to continuously lift 30 to 75 lbs. and occasionally carry a distance of 30 to 50 feet
- Must be eligible to obtain fork lift license
- Work daily assigned shift to include overtime, up to and including production Saturdays, shutdown days, and holidays as needed
- Follow all company policies including ISO 9001 2008/ISO 14000 and QOS adherence (where applicable) and Company Associate Handbook and Safety Manual

Supervisory Responsibility

This job has no supervisory responsibilities.

Qualification (Education/Training)

High school education or GED, or up to six month's of related experience or training; or equivalent combination of education and experience

Please submit your resume via email to info@creativebi-llc.com or fax to: 614-758-0109