



1800 Fruit Street Algonac, MI 48001

eckhartusa.com Phone: 810 794 4929

Process Associate

Department: Manufacturing
Reports To: Operations Manager
FLSA Status: Non-Exempt
Updated: 04.04.18

Working at Eckhart is an opportunity to directly impact the future of American manufacturing. We are an Industry 4.0 leader committed to developing advanced manufacturing solutions that enhance the quality of life. Our AUTOCRAFT™ autonomous guided vehicles and FLEXCHECK™ collaborative robotic error-proofing systems lead the market in reliability and dependability. Our suite of solutions includes AGVs, collaborative & traditional robotics, 3D printing, conveyance & automation, highly engineered weld fixtures, lift-assist & ergonomic tooling, and mechanical & electrical engineering services. Our solutions improve employee safety, product quality, and productivity at the largest companies in the world.

Eckhart invests in people because we believe it is our people who differentiate our solutions and our company from our competitors. For over 40 years our company has committed dedicated creative minds to conceptualize and design custom manufacturing solutions for industry. Our customers span medical devices, food, consumer packaged goods, aerospace, automotive, industrial machinery, commercial construction, household appliances, and farm machinery & heavy trucks. We thrive solving our customers' most difficult problems and find satisfaction when customers receive safe and efficient turn-key solutions that enhance their quality of life.

Description

Process is all about the chain on which product development is based. Process Associates work with machines and other personnel to ensure that manufacturing deadlines and quality control standards are met. Our goal is not to meet expectations. Our goal is to exceed expectations and ensure our customers receive an exceptional product at Eckhart.

Essential Duties and Responsibilities

- Working with sanders, grinders, drill presses or other equipment to assist in finishing jigs and fixtures
- Look through orders to ensure what processes need to be undertaken for the day
- Assemble, disassemble, operate and maintain production equipment and tools
- Maintain work areas to meet the cleanliness and sanitation standards of the company
- Perform regular and preventative maintenance on equipment
- Make sure that produced items are properly stored
- Assist in loading & unloading of company and supplier vehicles with the use of a forklift and/or pallet jack

Qualifications

ECKHART

1800 Fruit Street Algonac, MI 48001

eckhartusa.com Phone: 810 794 4929

To perform this job successfully, an individual must be professional, proactive and positive, with internal and external customers and coworkers. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or GED equivalent. Minimum 1 year in a shop environment. Forklift experience required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee 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 employee is occasionally required to perform heavy physical activity. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and depth perception.

Other Skills and Abilities

- Strong interpersonal skills.
- Good verbal and written skills.
- Proven organizational skills.
- Ability to prioritize and work with limited supervision.
- Good presentation skills.
- Ability to explain how and why specific conclusions were reached.
- Ability to maintain confidentiality.
- Ability to work well under pressure and to remain flexible to changing schedules and demands.
- Must be reliable and able to work in fast pace environment.