



## MANUFACTURING ASSEMBLER I

### JOB DESCRIPTION

#### POSITION OVERVIEW:

This position is an entry-level position within the Dairyland Manufacturing team. This person is responsible for keeping prep assemblies completed and helping where necessary. This person reports to the Manufacturing and Quality Manager.

#### COMPETENCIES (REQUIRED EDUCATION, TRAINING, SKILLS, AND/OR EXPERIENCE):

- High school diploma or equivalent
- Some experience in manufacturing environment preferred
- Computer literate, experience with Microsoft Office (Excel, Word and Outlook) preferred
- Effective oral and written communication skills
- Excellent interpersonal skills/team player
- Core Competencies: see company overview on last page.

#### PRIMARY RESPONSIBILITIES (FUNCTIONS, JOB DUTIES, TASKS, ETC.):

- Print/prep Labels and documents for Orders via use of computer
- Assist Manufacturing Assembler's with GI's, OVPs, OVP2's, PCR's, SSD's and switches
- Prep packaging materials for products/orders
- Maintain a clean and organized work area to facilitate assembling functions
- Prep assemblies needed to support Manufacturing Assemblers and the schedule
- Work in work cells where needed
- All other duties as assigned

#### ORGANIZATIONAL RELATIONSHIPS (PRIMARY CONTACTS/INTERFACES):

- Reports to the Manufacturing and Quality Manager
- Receives scheduling direction from manufacturing floor lead
- Regular contact with Supply Chain Manager, Shipping Coordinator, Material Handler, Buyer, and other Manufacturing Assemblers

#### PHYSICAL DEMANDS:

- Ability to frequently stand, sit, walk, reach within hands and arms length, stoop, kneel, and crouch
- Ability to use hands and fingers to handle and feel
- Frequent lifting of materials of up to and sometimes exceeding 50 pounds

#### APPLICANTS INTERESTED IN THIS POSITION:

Please contact Joe Mutchler | [joe@dairyland.com](mailto:joe@dairyland.com)

Reference job number D25\_MFG0001



**COMPANY OVERVIEW:**

Dairyland Electrical Industries is the world’s leading manufacturer of solid-state decoupling products used to isolate cathodically protected structures from grounding systems or other equipment, while simultaneously providing safety grounding for AC fault current and lightning. Our rugged product design, reliable technical support, and exceptional customer service have been trusted by clients throughout the world.

At Dairyland, it’s not just about selling great products. We are compelled to Live Engaged – to live intentionally, generously, and compassionately as we pursue our purpose and attend to the needs of others. Together, we want to be a thriving network for good, transforming ourselves and our world.

**OUR CENTRAL TRIAD**

**MISSION**

We are the definitive source of specialized electrical solutions, readily sharing our expertise with industry while investing resources to advance global relief and development.

**VISION**

We Live Engaged to Make a Safer World

**VALUES**

We believe people have inherent value.

Invest in the person | Give Generously | Serve with Excellence | Be Solution-Oriented

**CORE COMPETENCIES:**

We believe that living our values is a daily opportunity and expectation regardless of one’s position or tenure in the company. While specific positions will require unique competencies and responsibilities, we call all members of our team to the following shared competencies:

- Behavioral integration of the core values
  - Invests in self and others, gives generously of the resources available, serves excellently, and proposes/works toward lasting solutions all while elevating the value and dignity of fellow human beings
- Commitment to living engaged through unique contributions, interests, skill set, and sphere of influence
- Exceptional customer service skills, whether the customer is internal or external
- Excellent communication skills (verbal, written)
- Excellent interpersonal skills (empathy, active listening, collaboration, conflict management, emotional intelligence) and operation as a team player
- Proven aptitude to learn
- Demonstrated commitment to grow personally and professionally
- Proven ability to organize and prioritize work while maintaining strong attention to detail
- Sound judgment: proven problem solving and analytical skills
- Proficiency using Microsoft Office (Excel, Word, Outlook)