



# Manufacturing Specialist

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**COMPANY:** Elite Harness, LLC

**LOCATION:** Wellington, Kansas

**TYPE:** Full-Time, Exempt

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## ROLE

The **Manufacturing Specialist** is responsible for assembling wire harness products using manual and automated assembly equipment. They ensure that the product conforms to design specifications and all steps in the assembly process are followed as defined. Monitor equipment to confirm manufacturing process steps are completed according to safety and quality requirements.

Is responsible for routine reporting of performance. Works with oversight and leadership direction. Responsible for developing and maintaining teamwork with all levels of personnel. Effectively communicates with business partners in all areas including key employees, leadership, sales, supply chain, finance and support personnel to achieve strategic goals.

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## ESSENTIAL FUNCTIONS

- Follow health and safety standards
  - Maintain a clean workstation and production floor
  - Assemble products and parts using manual and automated equipment
  - Follow production guidelines and specifications
  - Finalize and package product for shipment
  - Calibrate, operate and maintain machinery and production equipment
  - Monitor assembly line, identify production problems and remove faulty products from assembly process
  - Work on the production line and meet production targets
  - Report any safety and quality issues to the supervisor on duty
  - Perform other tasks as assigned
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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** High School Diploma or equivalent

**EXPERIENCE REQUIRED:** At least one year of general work experience. Prior experience in a manufacturing role is a plus.

## SKILLS/ABILITIES:

- Able to work as part of a team
- Able to read, understand and follow written and verbal instructions
- Good verbal and written communication skills

- Basic math skills
- Physical dexterity
- Ability to stand for entire shift
- Strong interpersonal skills to work with a wide variety of co-workers
- Detail-oriented with a commitment to maintaining accurate records.
- Customer-focused attitude and a proactive approach to problem-solving.
- Prefer experience in a manufacturing environment

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>TALKING:</b>	Ability to speak effectively and communicate clearly.
<b>AVERAGE HEARING:</b>	Able to hear average conversations.
<b>REPETITIVE MOTION:</b>	The employee is regularly required to type continuously throughout the day.
<b>FINGER DEXTERITY:</b>	The employee is regularly required to use hands to type.
<b>AVERAGE VISION:</b>	Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
<b>PHYSICAL STRENGTH:</b>	May sit for long periods of time.

## WORKING CONDITIONS

General office environment. Quiet surroundings. Adequate lighting. Occasional light manufacturing environment with some noise and forklift traffic.

## TRAVEL EXPECTATIONS

No travel is expected

## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>REASONING ABILITY:</b>	Ability to deal with a variety of variables under only limited standardization.
<b>MATHEMATICS ABILITY:</b>	Ability to add, subtract, multiply and divide in all units of measure using whole numbers and common fractions.
<b>LANGUAGE ABILITY:</b>	Ability to read, analyze, and interpret business documents. Ability to communicate clearly.

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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer,*

*layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*