

JOB CLASSIFICATION

KITTER

Job Summary: Responsible for accurate and timely picking and kitting of customer order materials

Duties and Responsibilities:

- Count, weigh, and check a variety of materials that are placed into containers which are forwarded to production.
- Create reports in a timely manner detailing shortages and/or damaged materials.
- Ability to interact with cross-functional disciplines.
- Responsible for accuracy and quality of own work.
- Adhere to established company policies and procedures paying special attention to safety regulations.
- Perform other related duties as instructed by manager/supervisor.

Information/Directions From:

- Data Collection Instructions
- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Supervisor's/Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Basic math (addition, subtraction, multiplication, division, decimals)
- Basic computer skills (spreadsheets, work processing, & data entry)
- Accurate data entry skills
- Operate various weighing, sorting, and measuring equipment
- Operate Material Control Conveyor System
- Ability to follow supervisor/manager instructions
- Ability to effectively communicate with supervisor/manager
- Ability to correctly lift 35lbs
- Component ID Training
- Counterfeit Part Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- JSTD Training
- ITAR Training
- Sexual Harassment Treatment

Education/Experience Required:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience