

JOB DESCRIPTION



Title: Kitting Associate

Rate: \$14.00/hour

Summary of Position:

A process whereas separate but related items are grouped together, packaged and supplied as one unit/product. Kitters are responsible for working on a kitting table and assembling various forms of tactical gear into completed kits for the customer. This position involves standing for hours at a time on concrete floors.

Note: Must be able to work overtime. TIMELY AND CONSISTENT ATTENDANCE IS REQUIRED

Duties & Responsibilities:

- Hand assembly of components, hardware, and parts when making kits.
- Follow detailed procedures to perform routine packing work.
- Standing in one spot, picking parts needed for the kits.
- Following written and verbal instructions from pick tickets assigned to each customer's job.
- Poly bagging/heat sealing, sorting, product labeling, bagging, repacking, tape boxes and shrink wrapping.
- Visually inspecting parts being packed for quality.
- Serve as positive role model to peers for safe work practices and behavior.
- Report material shortages
- Perform other related duties as assigned.

Qualifications:

- Ability to work independently with minimum direct supervision.
- Experience following detailed directions and communicating with supervisors and coworkers.
- Strong time management skills.
- Ability to adapt quickly to changes or restructure of priorities.

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 the 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 regularly required to stand and walk for extended periods of time.