Sherex Akron
850 Moe Drive
Akron, OH 44310

Operations Specialist
Akron, OH

Job Posting: November 2019

Summary: Entry Level production position in a precision manufacturing environment. Position is responsible for the cleaning and routing of parts between manufacturing steps. This position is also responsible for contributing to the shipping department and will also fill in at various positions in production as required.

Essential Duties and Responsibilities: The following statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent to the job.

- Primary duty is the routine cleaning and moving of parts from station to station.
- Performs basic maintenance of cleaning equipment.
- Fills out reports as required.
- Fills in as needed on secondary operations equipment.
- Provides backup in the shipping area to pack and move parts for outside operations.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education And/or Experience:
High School degree or equivalent

Mathematical/Analytical Skills:
Knowledge of arithmetic.

Other Skills and Abilities:

- Must be able to routinely lift 40 pounds.
- Must be able to perform job duties via verbal and written instructions.
- Must be self-directed and take initiative to learn new skills.
- Mechanically inclination helpful.
- Requires basic understanding of how machines operate.
- Requires the ability to work within a production environment governed by a quality management system and understands the procedures relevant to producing parts within quality standards.

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- Requires the ability to work as an individual contributor as well as participate on terms as a constructive and productive team member.
- Requires the understanding and compliance of environmental, health and safety regulations of the operation and organization.

Physical Demands:
The employee must have arm-hand steadiness, manual dexterity, multi-limb coordination, and the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions. The employee must have strong near vision.
While performing duties on the job an employee will need to be able to exert maximum muscle force to lift, push, pull or carry objects.

Work Environment:
The work environment consists of a standard factory environment. While performing duties on the job the employee is exposed to work near moving mechanical parts, oils and chemicals in a very loud factory environment.

Employment Type:
Full-time

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