

## JOB DESCRIPTION

### Position: Assembly Associate

#### DEFINITION

Under the direction of the Fulfillment Manager, is responsible for accurate and efficient assembly, storage, and fulfillment of product.

This job requires a flexible schedule and an ability to travel to support E.L. Achieve warehouse locations and product fulfillment.

#### REQUIRED QUALIFICATIONS

- High School Diploma
- Job experience of 2-4 years or equivalent
- Strong customer service and problem solving background
- Excellent attendance record required

#### Required license and insurance:

- Must possess an appropriate driver's license and the availability of an automobile with the state minimum insurance coverage

#### ROLE ESSENTIAL FUNCTIONS

- Support product assembly, quality control, and storage
- Other duties may be assigned

#### Assembly Duties

- Assemble product according to designated procedures and attention to detail
- Maintain raw material supplies in assembly stations
- Assist in quality control efforts to ensure accurate and timely product assembly
- Place finished product in appropriate storage area

#### Warehouse Duties

- Maintain in a safe and orderly fashion
- Deliveries, verify quantity and description of materials received by checking Purchase Order against the Packing List
- Receive and put away material accurately and promptly

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Belief in E.L. Achieve's mission to assist educators in equipping English learners for academic achievement
- Excellent problem solving skills, "can do" attitude and ability to maintain sense of calm during chaos
- Excellent communicator with interpersonal skills both in person and on the telephone, and the ability to speak diplomatically with clients and staff from the educational community and vendors

- Ability to adapt to continually changing requirements of a service-oriented work environment and to quickly adjust priorities and handle unexpected & time sensitive requests
- Ability to travel to provide support for operations
- Self-starter who is able to work independently with little supervision, but also collaborate and work effectively as a member of a team to meet deadlines
- The ability to help maintain online databases and excellent technology skills for operating within a virtual organization; proficient in web-based and Microsoft Office applications, Quickbooks, Web-conferencing and ability to problem solve technical issues and adapt to changing technological advances
- Extreme attention to detail and strong organizational and problem solving skills along with effective time management skills, a strong work ethic and a good sense of humor

#### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment, drive an automobile and respond to emergency situations; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

In accordance with the Immigration Reform and Control Act of 1986, continued employment of persons hired by E.L. Achieve, will be contingent upon presentation by the employee of acceptable documents verifying identity and authorization for employment in the United States.

E.L. Achieve is an equal opportunity employer and complies with the Americans with Disabilities Act (EOE/AA/ADA).

How to Apply: Complete application online at [http://www.surveymonkey.com/s/elachieve\\_employment\\_application](http://www.surveymonkey.com/s/elachieve_employment_application)

Questions/Information: [info@elachieve.org](mailto:info@elachieve.org).