

Job Description
Assembler
Century International Arms, Inc.
Century Arms, Inc.

Reports to: Manufacturing Supervisor
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible for supporting manufacturing production requirements through the complete disassembly, prep and reassembly of firearms and firearm parts.

Responsibilities

- Disassembles, preps and/or reassembles firearms and firearm parts as required
- Demonstrate solid understanding of manufacturing firearms with imported and/or US parts
- Performs majority of the manufacturing duties throughout the department and require little to no supervision to do so
- Is able to properly head space all firearms as required
- Demonstrates sound working knowledge of firearms safety
- Performs initial inspection of own work to ensure that few or no mistakes are made in the assembly of the product
- Progressively improves upon and maintains acceptable production numbers in accordance with Company standards and Quality tests
- Stays on task with assigned duties at all times
- Completes all required paperwork timely and accurately
- Adheres to all employment policies/safety policies/practices required by law/established by Company
- Wears all necessary Personal Protective Equipment as directed by Company at all times
- Maintains and keeps workstation and department area clean
- Immediately reports any maintenance and/or safety issues to supervisor
- Demonstrates a positive attitude towards co-workers, other departments and the Company
- Maintains respect, courtesy and professionalism towards all co-workers and the Company
- Actively participate and support the 5S process within the work area on a daily basis.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These 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.

- General mechanical ability is required
- Must be capable of following all established environmental safety protocols required by OSHA, federal and state agencies and the Company
- Interact effectively with peers, staff and all levels of management
- Ability to operate small hand tools
- Ability to move objects as required and as necessary
- Ability to accept and follow directions
- Requires attention to detail as well as the ability to follow directions, organize and prioritize accordingly

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Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be able to lift objects up to 50 lbs.
- Be able to lift, push and pull objects as necessary
- May be required to stand and walk throughout the workday
- Occasionally required to bend, stoop, kneel and crouch

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Jessica Becker	Date:	9/28/15
Payscale Report:	MFG-0008	Date:	9/28/15