

Order Number:

NY1494282

Date Job Order Received:

03/14/2024

Number of Openings:

3

Company Name:

Otis Technology

Job Title:

Production Associate

Minimum Experience Required:

1 year

Job Description:

Basic Function: The position requires a team player who is punctual, reliable and very consistent. Works in a safe manner at all times and performs at a fast pace with minimum/no quality issues. Adapts to constant change with ease, can work well with all different types of personalities and people and always approaches work with a positive attitude. Communicates effectively both verbally and in writing and can understand and follow basic direction.

Responsibilities: Demonstrates safe work practices at all times. Always focuses on the quality of the product. Consistently demonstrates a high level of productivity. Embraces Lean Manufacturing concepts. Adheres to all Company policies and procedures. Maintains all required recordkeeping and reports as necessary. All other duties as assigned that pertain to operations.

QMS Responsibilities: Knows the QMS requirements as they relate to them. Complies with the organization Policies and Procedures Manual. Complies with regulatory and statutory requirements. Knows and explaining the Quality Policy in their own words and how they impact carrying out the requirements of the policy in the job that they do. Performs their essential job functions as defined by job duties.

Key Competencies: Duties as project manager or project team member as appointed. Demonstrates a high level of manual dexterity at an optimal pace. Punctual and highly reliable. Demonstrates mechanical aptitude. High level of stress tolerance. Accountable for actions. Ability to read, write, perform basic math and understand direction

Behaviors: Demonstrates Otis Values. High tolerance/acceptance of change. Advanced interpersonal skills. Maintains an upbeat and pro-active attitude at all times

QMS Behaviors: Maintains a professional atmosphere. Upholds the integrity of the organization

QMS Authorities: Recommends Corrective/Preventive Actions. Stops processes if they find requirements are not being met. Initiates Continual Improvements in product, customer satisfaction, processes and safety. Makes decisions and taking actions based upon their defined position responsibilities within the organization.

Minimum Qualifications and Experience: (Education and Training)1-5 Years experience in a manufacturing environment preferred. 1+ Years experience working in an assembly environment preferred. High school degree or equivalent required

Job Location:

Lyons Falls, New York

Pay:

\$16.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

40

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Seymour, Trisha (315) 348-2450

Email: employment@otistec.com

Web-site: <https://secure6.saashr.com/ta/6189426.careers?CareersSearch>