
Production Line Assembler Production Launch Phase

I. Summary

Production Line Assemblers function in all product areas through the launch phase. Work with Invign's Production Lead to fulfill initial customer orders while establishing and continuously improving the processes. Help to establish and sustain a safe, repeatable, and improving work environment.

II. Key Responsibilities:

- 1. Work with production lead to fulfill customer orders while adhering to standard work and the training provided during orientation and throughout time on the production line.***
- 2. Be engaged. The ideas and problem solving skills of an assembler will be necessary to maintain a continuously improving work environment. If problems arise in the flow of production, assemblers will be expected to notify others to identify opportunities immediately as they are observed.***
- 3. Establish a culture that cares for your peers.***
- 4. Take part in Continuous Improvement Activities.***

III. Key Ready to Serve (Day to Day) Responsibilities:

As a start up, initially hired production line team members will work in all work cells necessary to complete order fulfillment. As Invign transitions to a fully staffed line, skills assessments and the desired work of the team member will be utilized to establish an area of expertise through which the team member will be provided the opportunity to own specific portions of work. These work cells will consist of the following activities.

- 1. Lamination of raw material into door core panels***
- 2. Cutting to size of the door cores***
- 3. Cutting aluminum extrusion***
- 4. Bending aluminum extrusion***
- 5. Corner and latch routing***
- 6. Caulking and Door core installation***
- 7. Exterior and interior frame installation***
- 8. Latch assembly and installation***
- 9. Seal installation***
- 10. Final Cleaning***
- 11. Packaging***

IV. Position Expectations

- 1. Will report directly to Production Lead***
- 2. Full or Part Time will be considered.***
- 3. Report to work on time. Work shift: 6:00 am – 3:00 pm with (2) 15 mins. Breaks and (1) half hour lunch break.***
- 4. Dress appropriately for production work. PPE will be provided.***
- 5. Use and maintain provided tools***



6. *Follow all established safety protocols*

V. *Benefits and Compensation*

1. *Health coverage is provided with 25% of the cost paid by the employee.*
2. *Overtime will be paid at time and a half.*
3. *5 days of Paid Time Off plus paid holidays per year through 2 years of employment for Full Time employees.*
4. *Hourly compensation rate range \$15 - \$18/hr.*
5. *Enrollment in Invign's future employee equity ownership plan*

