

## **ASSEMBLY ASSISTANT MANAGER**

### **Overview**

We are a custom manufacturing company specializing in spray equipment, seeking an experienced Assembly Assistant Manager with proven leadership ability. This position combines hands-on mechanical work with a light supervisory role, supporting production goals and ensuring high-quality assembly standards on the shop floor.

### **Key Responsibilities**

- Assemble custom spray systems and related equipment according to specifications, drawings, and work orders.
- Troubleshoot and repair mechanical, hydraulic, and electrical systems, including small engines, pumps, and wiring.
- Coordinate daily work activities with production management and assist in prioritizing tasks to meet schedule demands.
- Lead or mentor a small team of assembly technicians; provide guidance on assembly methods, quality standards, and safety practices.
- Assist in maintaining production documentation within the ERP system, including work order tracking and completion reporting.
- Collaborate with engineering, purchasing, and inventory teams to identify parts needs, resolve build issues, and improve workflow.
- Participate in continuous improvement initiatives focused on product quality, assembly efficiency, and workplace organization.

### **Required Skills and Qualifications**

- 3+ years of experience in mechanical assembly, equipment manufacturing, or service/repair of industrial machinery.
- Solid mechanical aptitude — including familiarity with hand tools, power tools, hydraulics, small engines, fluid handling, and basic wiring.
- Experience interpreting assembly drawings, schematics, and bills of materials (BOMs).
- Strong organizational and communication skills with demonstrated ability to coordinate and lead small teams.

- Experience working with or exposure to manufacturing or service scheduling/ERP systems.
- Basic understanding of metal fabrication processes (cutting, drilling, welding, or layout).
- High attention to detail, safety awareness, and commitment to producing quality work.

### **Preferred Qualifications**

- Prior role as a floor lead, team leader, or assistant supervisor in a manufacturing or equipment assembly environment.
- Technical certificate or vocational training in mechanics, manufacturing technology, or related field.
- Forklift certification and basic computer proficiency (Excel, ERP data entry).

### **Compensation and Benefits**

- Competitive hourly wage based on experience.
- Full-time position with benefits (medical, PTO, 401(k), etc.).
- Opportunities for advancement to Assembly Manager or Production Supervisor roles as the company grows.