

HORIZONS[®]

WINDOW FASHIONS

Company/Organization Name Horizons Window Fashions

City Waukegan

State Illinois

Posted by: Name Gabriela Chavez

Posted by: Title HR Specialist

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Position/ Job Title Assembler/ Operator

Positions Available 50

Industry Manufacturing

Job Description **JOB PURPOSE:**

Assemble variety of basic blind styles within established standards for quality and timeliness.

JOB DUTIES:

* May perform pre-assembly responsibilities:

- May cut fabric or headrail. oMay sew fabric.

- May pick parts. oMay do final bagging and labeling.
 - May manipulate fabric by cutting fabric to length/drilling holes.
 - May weigh fabric and input data into computer database.
 - * Select blind off card, following set procedures and established priority guidelines.
 - * Perform initial hand assembly of blind to allow for hanging, inspection and adjustment.
 - * Hang blind and perform initial inspection parts fit together, adjust motor (if applicable), adjust clutch.
 - * Make necessary adjustments and re-inspect.
 - * Complete assembly process - add end caps, adjust snap, set stop.
 - * Perform testing of blind - quality tests, visual test, function/performance test (drops correctly, width, color, flaws in materials, function, etc.).
 - * Interact with quality specialists to ensure that quality guidelines are met.
 - * Prepare blind for packaging and shipment - pull blind up into stacked position; may bag or may put on cart for submission to other group for packaging/labeling and shipment.
 - * Complete productivity paperwork related to blind assembly.
 - * May work with Engineering on testing of new products. Maintain clean and safe work environment.
 - * Follow established procedures to maintain work environment in a neat and orderly condition.
 - * Perform minor maintenance on equipment and tools. Interact with Toolroom and Maintenance Departments on equipment and tool repair and development of new equipment and tools.
 - * Follow safety policies and procedures. Attend regularly-scheduled safety meetings.
 - * Attend daily huddles and other meetings to ensure smooth flow of communication.
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| Salary | <i>Field not completed.</i> |
| Wages | Hourly |
| Link to job application | https://careers-horizon.icims.com/jobs/8556/assembler-operator-%28full-%26-part-time-available%21%29---first-%26-second-shift/job?mobile=false&width=941&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300 |
| Application instructions | Call or Text to (312)209-1000 with your name and information. |
| Qualifications | <i>Field not completed.</i> |
| Type of position (select all that apply) | Temp-to-hire |