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**Position**: Manufacturing Associate/Partitions Finisher

**Location**: North Hollywood, California

**Job Responsibilities**

* Work closely with other department members in a fast paced environment.
* Handle phenolic and laminate material to finish and drill components.
* Operate and perform general maintenance on machines and equipment regularly.
* Use a variety of material handling equipment, including forklifts, as needed.
* Maintains production and quality standards.
* Reports, and contributes to problem solving in order to correct or prevent quality defects and errors.
* Assists senior level department positions in packaging, gluing and finishing components.
* Loads, unloads and organizes materials in the department as required.
* Uses drills and fixtures to attach leveling devices, t-nuts, and inserts.
* Prepares headrails for shipment as required.
* Submits suggestions for departmental, process and safety improvements.
* Maintains work area in a neat and orderly manner.
* Works in accordance with all safety standards.
* Uses a variety of material handling equipment, including forklifts as needed.
* Utilizes RF Scanners to scan labels and track job information.
* Under close supervision, checks toilet compartment components for final finish and appearances, and files out blemishes or scratches to ensure quality standards.

**Minimum Requirements**

* High school diploma or general education degree (GED).
* Some shop or industrial woodworking experience preferred.
* Ability to read, write and follow verbal and written instructions in English.
* Must possess basic math skills.
* Must be able to read a tape measure.
* Capable of using routers, files and other shop equipment as directed and trained.
* Must be able to organize own work and determine sequences of operations.