



We're looking for a Production Associate to join our team.

LOCATION // ST. CLOUD, MN

POSITION DESCRIPTION

Reporting to the Production Supervisor, the Production Associate is responsible for various production roles, based on order flow and demand, including order preparation, assembly / soldering, QC, packing, and shipping. This role involves soldering, customizing, configuring, and assembling LED lights. The Production Associate's roll is critical to make sure orders are accurate, complete, assembled correctly, and shipped on-time. As needed the Production Associate will help conduct a physical inventory. A Production Associate should exemplify Nova Flex's values of Treats Everyone with Respect, Get Shit Done, Step Up for the Greater Good, Easy to Work With, Do What it Takes & Embrace Change. The Production Associate is flexible and maintains a positive attitude while taking pride in the craftsmanship and quality behind our custom LED solutions.

KEY OUTCOMES

1. Ensure high quality for every product assembled.
2. Prep, Assemble, QC, and Ship orders on time (within 48 - 96 hours).
3. "Ship clear" at the end of each week and month.

JOB RESPONSIBILITIES

- Interact and communicate information with Production and Shipping & Receiving teams.
- Communicate with employees and relay any special instructions concerning order completion.
- Work with Sales Representatives and answer questions about certain orders or trouble shoot.
- Work the Prep station as needed.
- Work a Solder station as needed.
- Work the Quality Control station as needed.
- Work in the 120V station as needed.
- Work in the Neon station as needed.
- Work in Packaging to gather power supplies/track/accessories and package items in boxes.
- Work in Shipping to gather up to date information about Ship-to addresses or UPS/FedEx/USPS/Spree-Dee shipping methods.
- Gather information about larger orders and notify the Shipping department, so that the technicians can gather power supplies and track needed in advance.
- If a Purchase Order has incomplete or incorrect information regarding shipping methods or Nova Flex products, get a revised copy from the Order Processing & Customer Service Coordinator.

- Help other Nova Flex employees conduct physical Inventory, as needed.
- Gather information about Production supplies like tools and materials needed for daily jobs, routines, and let the Production Supervisor know to order more items.
- Be responsible for entering correct information into the company's information systems.
- Check in with the Production Supervisor throughout the day and update each other on the current workload and other noteworthy items of discussion.
- Sit in on daily morning "huddle" and provide appropriate information and feedback that concerns company methods or procedures.
- Sit in on weekly "L10 Meetings" and provide appropriate information and feedback that concerns company methods or procedures.
- Provide guidance and insightful input on temporary employees
- Shop cleaning and overall maintenance are important to everyone who uses the shared workspace: make sure to clean workstations, sweep, and remove waste daily.
- Other tasks associated with Nova Flex as requested.

QUALIFICATIONS

- Minimum Education: Associate degree is preferred but not required.
- Minimum Experience: Two (2) years of related fulfillment, warehousing, and/or manufacturing experience preferred.
- Attention to detail and quality and craftsmanship focus a must.
- Must work well in a team environment.
- Must possess effective time-management skills.
- Excellent communication skills.
- Personal interest in innovative LED lighting products required.



Brightening lives for 10+ years, Nova Flex LED makes custom linear LEDs easy!

Leading the LED Industry in Service

Since 2009, when first being asked to cut and solder LED tape prior to delivery, we've been committed to making lighting easy for our customers and Agent partners. It's our mission to deliver the highest level of customer service in the industry and continually expand our product offerings. We've expanded from LED tape to flex neon, channels, universal power supplies and RGBW flood and wall washing fixtures.

Today, our LED lighting products are used in/on stadiums, skyscrapers, hotels, casinos, educational institutions, restaurants, retail stores, health clubs, churches and more across the country. We're second to none in our customization and personalization!