



Assembly Expeditor

Employer

Galaxy Technologies
1111 Industrial Road
Winfield, KS 67156
620-221-6262

Job Details:

Position Type: Full Time

Position: General

Location: Winfield

General Description

To assist the Director of Assembly, Tool Builders, and Leads with day-to-day tasks including Job movement, Job Planning, and Job execution.

Essential Functions:

*Other duties may be assigned.

- Obtains information from Operation's Directors, Tool Builders, and Leads on daily job requirements and carries out tasks as assigned.
- Works directly with Supply Chain to coordinate Outside Processing for Tool Builders/Leads, and monitors due dates of Processed items.
- Completes requisitions for Purchased items through Supply Chain for Tool Builders/Leads, and monitors due dates of these items.
- Responsible for general shop organization and cleanliness.
- Assist Assembly areas that are short-handed, as needed.
- Stress Relieve Material (Vibratory), Sand Blast raw material (Must pass Pulmonary test), and operate Power Washer.
- Maintain safe working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by actively participating in team meetings.

Additional Responsibilities as needed.

As directed by the Director of Assembly.

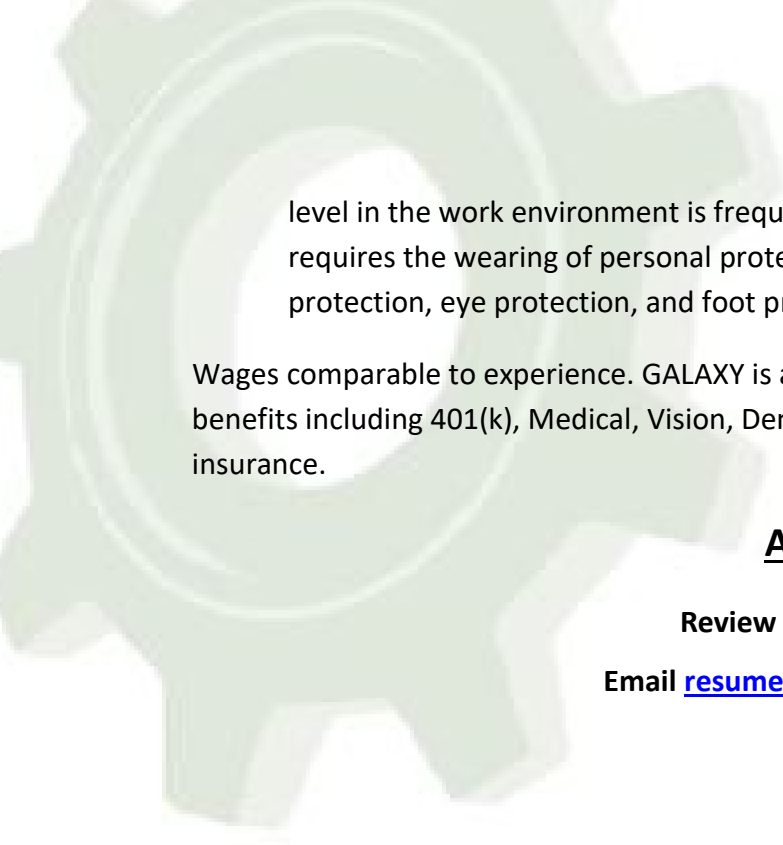
Qualifications and Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative

of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sufficiently communicate detailed information to co-workers and management using good written and verbal communication skills.
- Ability to interact in a positive and professional manner to develop, and maintain, strong working relationships with co-workers and management.
- Ability to read and interpret documents such as blueprints, procedure manuals, and job instructions.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to manage time effectively and prioritize tasks to meet deadlines.
- Strong attention to detail and organizational skills.
- Ability to read tape measure.
- Ability to operate computer and computer software, to include Microsoft Office products.
- Ability to use hoist and forklift.
- Ability to utilize Global Shop effectively.
- Ability to pass Pulmonary test (required for Sand blasting)
- Ability to maintain confidentiality.

Physical Demands and Work Environment: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, bend, kneel, climb stairs and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds using proper lifting techniques. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment is usually a well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation. Minimal exposure to outside elements. The noise



level in the work environment is frequently high. The work environment frequently requires the wearing of personal protective equipment (PPE) including hearing protection, eye protection, and foot protection.

Wages comparable to experience. GALAXY is a successful, growing company with excellent benefits including 401(k), Medical, Vision, Dental, and Company paid AD&D, LT disability, & life insurance.

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