



Job Title:	Manufacturing Assistant	Hours:	First Shift --- 7:00 – 3:30
Department/Group:	Production	Job Code/ Req#:	
Location:	McPherson, KS	Travel Required:	Rarely
Level/Salary Range:	\$15.00 - \$16.00 - Hourly	Position Type:	Full Time
HR Contact:	Robert Williford	Date Posted:	11/9/2022
Will Train Applicant(s):	Yes	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
Rwilliford@ParagonPrecisionMetal.com		MAIL: Robert Williford Paragon Precision Metal 831 N. Vanguard Ave McPherson, KS 67460	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Assist Machine Operators</p> <ul style="list-style-type: none"> • Help with loading, unloading of material and parts • Pre-process and Post-process cleanup <p>Assist Shipping / Receiving</p> <ol style="list-style-type: none"> 1. Confirm order and part counts 2. Help package orders to customer and company requirements 3. Assist with inventory counts and audits <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School Diploma (or equivalent) Required</p> <p>Ability to work within the USA.</p> <p>Ability to lift 50 lbs. regularly</p> <p>PREFERRED SKILLS</p> <p>Microsoft Word and Excel</p> <p>Ability to drive a forklift – Both inside and outside</p> <p>Fluent with Measurement tools including Calipers, Height Gauges, tape measures</p> <p>Proficient with hand tools</p>			
Reviewed By:	Paul Williford	Date:	5/26/2022
Approved By:	Bob Williford	Date:	06/07/2022
Last Updated By:	Paul Williford	Date/Time:	11/9/2022