



## National Electrostatics Corp.

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### PRODUCTION SPECIALIST

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp., or NEC, is always looking for the best, quality candidates to join our family. Being a part of the NEC family offers many rewards including being a part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years.

The Production Specialist is a full time, non-exempt position and is responsible for ensuring that the products and services produced by their company meet quality standards and deadlines. Production Specialists perform a range of duties to aid and optimize the production process. They play an active role in the pre-production stage, preparing components and supplies and verifying all project documentation is thorough and complete.

**Job Title: PRODUCTION SPECIALIST**

(7:00 a.m. - 3:30 p.m., flexible work hours)

**Qualifications:**

- Ability to be self-motivated with a high commitment to completing tasks timely.
- Excellent attention to detail and accuracy.
- Excellent communication skills and the ability to prioritize work in a rapidly changing work environment.
- Experience or ability in reading engineering drawings (blueprints) and parts lists.
- Experience or ability with computerized (keyboard entry) and manual record keeping.
- Great organization skills.
- Preferred prior production control experience in a manufacturing setting.
- Strong troubleshooting and analytical skills.
- Works safely always and adheres to safety policies, complies with company policies, procedures, and standards

**Responsibilities or Duties:**

- Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.
- Assist the manager put projects into production, including preparation of sets of drawings, parts lists, and labels, work order number assignments, etc.
- Assist with spare parts orders including pulling, checking, and shipping.
- Assist with writing up Purchase Orders.
- Compile and prepare documentation related to production sequences.
- Calculate figures, such as required amounts of materials and manufacturing costs.
- Prepare lists of parts and materials to be ordered for projects in item 1.
- Requisition and maintain inventories of materials or supplies necessary to meet production

demands.

- Other duties as may be assigned.

**Physical Requirements:**

- Ability to lift 50 pounds.
- Eyesight vision of, or corrected to, 20/20.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.*

*NEC is an Equal Opportunity Affirmative Action Employer - M/F, Vet/Disability.*