



robotics.
innovation.
technology.

automation redefined™

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MANUFACTURING SUPPORT SPECIALIST

DEMCO Automation is a regional leader in designing and constructing robotic and automated assembly systems for the medical device, electronics, pharmaceutical, automotive, consumer products, and other industries. We are located in Quakertown, PA, and searching for a Manufacturing Support Specialist to join our team:

Experience & Requirements:

- High School Graduate/GED
- Ability to prioritize, organize and perform duties outside of job description
- Good communication skills and ability to do basic data entry into a computer
- 2 years relevant experience or recent High School graduate with demonstrated mechanical/technical aptitude (auto mechanics, woodworking/construction, etc.)
- Maintain full compliance with safety practices, policies and protocols
- Ability to lift 75 pounds, stand for 8 to 10 hours per day, and stay alert at all times

Roles & Responsibilities:

Supports shipping and receiving in Production Operations area:

- Shipping/receiving items, such as equipment, components, materials, correspondence, etc.
- Delivery and record keeping (INFOR: on-line ERP system) of received items to appropriate stock or active project locations
- Assist with the construction of shipping boxes, crates and specialized shipping containers
- Operating forklift (training provided) and/or pallet jack equipment

Provide maintenance services for production and storage room areas:

- Ensuring a clean manufacturing area (sweeping/mopping, dusting, degreasing, vacuuming, etc.)
- Facility organization (trash removal, crate/pallet breakdown, organization and support of facility requirements related to utilities/lighting, chemicals, other materials/storage, etc.)
- Pick-up/Deliveries of parts using company vehicle
- Liaise with external office cleaning service as needed

Assisting Technicians as needed in:

- Preparing basic aluminum extrusion framing and machine guarding
- Light assembly of machine mechanisms as directed