**Job Description**

**Job Title:** Assembler  **Department:** Manufacturing

**FLSA Status:** Non-Exempt **Travel:** N/A

**Reports to:**  Manufacturing Supervisor **Location:** Nicholasville, KY

The Sargent and Greenleaf (S&G) Lock Solutions Group delivers proven lock and door solutions that protect people and assets at home, at work, and in communities around the world. With trusted brands such as Sargent & Greenleaf, Delaney Hardware, Premier Steel Doors & Frames and MegaMet Industries, we are able to provide businesses and consumers high-security safe locks and locking systems, high-quality door hardware and fixtures, commercial-grade steel doors and frames, as well as multi-family and commercial security solutions.

Our unique portfolio of lock and door solution brands serve a wide range of our customer’s security needs across industries and applications. Together, we are on a mission to make the world more secure today and in the future.

**Job description**

Assembles metal products, such as combination and key locks, partially or completely, packages products and accessories and working at bench or on shop floor by performing the following duties.

Duties and Responsibilities:

* Positions parts according to knowledge of unit being assembled and/or following blueprints/routings and bills of materials.
* Fastens parts together with bolts, screws, speed clips, rivets, or other fasteners.
* Removes small quantities of metal with hand files and scrapers to product close fit between parts.
* Operates drill presses, presses, or riveting machines to assist in assembly operation.
* Wires and solders simple subassemblies.
* Function and visual checks a variety of product to verify quality.
* Makes up boxes, labels, accessory packs for finished products, using heat sealers, label machine, staple machines, etc.
* Performs other related duties as assigned.

Knowledge/Skills/Abilities:

* Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

* High school diploma or equivalent. One to three months related experience and/or training; or equivalent combination of education and experience.

Functional Requirements:

* While performing the duties of this job, the employee is regularly required to sit or possibly stand for the entirety of the work shift; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk; and hear. The employee may also be required to walk, stoop, kneel, crouch or crawl.
* The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
* While performing the duties of this job, the employee works near moving mechanical parts or machinery.
* The noise level in the work environment is usually moderate.
* While performing the duties of this job, the employee will come into contact with metal parts and may have contact with oils, adhesives, greases, or other chemicals.

**S&G Vision & Mission:**

S&G is a passionate team with a continuous improvement culture dedicated to deliver an effortless customer experience and peace of mind while securing the world’s most important places.

Must be a champion of the S&G corporate mission of ‘Think like the customer and deliver’.

S&G is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.