



JOB DESCRIPTION

JOB TITLE: Mfg. Support Associate
FLSA: Non-Exempt

REPORTS TO: Director of Operations
X Fulltime / Part Time

Position Summary:

Support employment manufacturing by producing customer products while assisting the setup, workflow and associate's knowledge of safety, quality and efficiencies.

ESSENTIAL JOB FUNCTIONS:

- Collaborating with customers, associates, and organizational leaders.
- Follow and maintain up-to-date knowledge of customers and ASI production procedures.
- Assist in monitoring equipment, tools, and supply needs.
- Assist in setting up safe and efficient work areas tailored to produce efficient quality products.
- Complete job assignments daily, including all necessary paperwork.
- Load and unload trucks with the use of a hand jack and/or forklift.
- Produce hands-on assemblies per customer and ASI standards.
- Sustain attention to detail and quality standards with a strong drive to complete tasks.
- Maintain a positive physical and mental workspace atmosphere.
- Maintain safe and clean working conditions.
- Respond to or assist in emergency situations promptly.
- Report on all accidents/injuries along with filling out reports within 24 hours, turn into the Operations Director.
- Promote and maintain confidentiality of customers products and coworkers.
- Follow all OSHA rules and regulations.
- Attend all mandatory training sessions.
- Perform any other duties as assigned.

EDUCATION: High School diploma or equivalent.

EXPERIENCE:

- Five years' experience in a fast-paced production atmosphere with product assembling.
- One year in a supporting role.
- Apprenticeship in skilled trades or on the job training in manufacturing processes.
- Forklift, and straight truck experience also a plus (no CDL required).
- Experience working with people who have diverse abilities.
- Relevant experience in safety, quality and efficiencies.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

Ascend Support Associate

REVISION DATE: April 2026



SKILLS: Strong hands-on mechanical abilities and organizational skills. Effective verbal and written communication skills. Demonstrate effective problem-solving skills. Demonstrating excellent customer services. Be creative and energized by a highly diverse and collaborative environment.

JOB REQUIREMENTS: *These requirements must be fulfilled with or without reasonable accommodation.*

- Must pass our pre-employment drug screen and physical, and TB testing.
- Must be available to work business hours as determined.
- Ability to stand for extended periods.
- Ability to lift up to 50 lbs., with assistance if needed.
- Frequent bending, squatting, twisting, and kneeling.
- Physical stamina to perform active duties throughout the shift.
- Valid driver’s license in good standing.
- Must meet vehicle insurability requirements per company insurance carriers.
- Must pass a criminal background check as a condition of employment.

WORKING CONDITIONS:

- Work is performed in a manufacturing environment with exposure to moving machinery, tools, and equipment.
- Required use of PPE as defined by company policy.
- Work may involve varying temperatures, noise levels, and repetitive motions.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date

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