

## Production Assistant

Department:	Production
Reports to:	Plant Manager
Location:	Port Orchard, WA
Experience:	MRP experience preferred
Job Type:	Full-Time
Education:	Min. High School Diploma
Travel:	None

### About Us

Tournesol Siteworks is a national manufacturer of landscape products for green buildings based in the San Francisco Bay Area. We are a growing company, with US based manufacturing facilities in California, Washington and Texas, as well as a manufacturing location in Mexico. We work on environmentally conscious commercial construction projects across the U.S and Canada. We are a tight-knit group looking for a real team player.

### About the Team

The Production team in Port Orchard, WA facility is currently seeking an individual with some experience in a metal manufacturing environment. The Metal Fabrication team works together with other departments across the company to create, build, assemble and ship products for the commercial construction industry.

### About the Role

As a Production Assistant, you will work under the direction of the Plant Manager, working directly with the Production Team and the Production Coordinator to input data in our MRP system (like creating item ID's, inputting BOM's). This position will also require you to work with the Production Coordinator and Production Manager to define product builds and input those BOM's into the MRP system. The Production Assistant will spend time on the floor checking inventory and verifying part numbers as well as creating part numbers that do not exist in the MRP. You will be based in our Port Orchard, WA manufacturing facility. You will have a direct hand in accomplishing our #1 goal – a successful project in every way.

### Essential Duties and Responsibilities

- Read and interpret production drawings.
- Communicate with Management on product discrepancies.
- Enter/Create Item ID's and Bills of Materials into our MRP system.
- Alert Purchasing of any custom materials required.
- Maintain a clean work environment and abide by all plant safety regulations and work rules.

### Necessary Skills

- Proven manufacturing experience
- Some experience with Bills of Materials, MRP System and Excel
- Ability to read and interpret production drawings
- Strong attention to detail
- Reliable transportation, regular attendance and punctuality are critical

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the initial training for the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, unless accommodation would cause undue hardship to the business. While performing the duties of this job, the employee is regularly required to (Physical Demands of the job will change at the time production training is completed):

Tournesol Siteworks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, or veteran status. In addition to federal law requirements, Tournesol Siteworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

	Physical Demands																	
	Lift/Carry				Push/Pull				Bend									
Frequency	< 10 lbs	11-20 lbs	26-40 lbs	41-100 lbs	< 12 lbs	13-25 lbs	26-40 lbs	41-100 lbs	Squat/kneel	Sit	Walk	Stand	Climb	Crawl	Reach above shoulder	Handing / Fingering	Twist/Turn	Keyboard
Occasionally				X			x	X					X	X	X			
Frequently			x			x			X	X	X	X					X	X
Constantly	X	X			X											X		

Occasionally – Activity or condition exists 1/3 of the time

Frequently – Activity or condition exists from 1/3 to 2/3 of the time

Constantly – Activity or condition exists 2/3 or more of the time

“Frequently” or “Constantly” are ESSENTIAL elements, or demands occurring in the job since they exist, in general, more than half of the time.

Physical demands which are designated “Occasional” may be considered essential depending on other conditions.

**To Apply**

Submit your resume and salary requirements to [jobs@tournesol.com](mailto:jobs@tournesol.com)

Please do not submit more than once. We’ll do our best to respond within 3-5 business days to candidates being considered for the position. After a preliminary phone interview, you may be scheduled for an in-person interview. For more information visit [www.tournesol.com](http://www.tournesol.com) or follow us on Instagram and Facebook.