

ALABAMA INSTITUTE FOR DEAF AND BLIND



Established 1858

www.aidb.org

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

RE-ADVERTISED

R-2300 Position ID #805511

Posting Date:

POSITION: PRODUCTION LINE ASSISTANT – BIRMINGHAM SATELLITE SHOP
Alabama Industries for the Blind

POSITION REQUIREMENTS:

- High School Diploma or GED preferred.
- Minimum two years manufacturing experience required.
- Must have good leadership skills.
- Must have good interpersonal and communication skills.
- Must be able to follow written and verbal instructions.
- Must be able to produce high quality work and meet demanding schedules and deadlines.
- Must be flexible in work assignments.
- Must meet Safety, Quality, and Production requirements.
- Must follow AIDB/AIB policies and procedures.
- Must be able to deal pleasantly and courteously with Management, Supervisor and co-workers.
- Must be able and willing to work overtime if needed.
- Must be able to work in an environment with people who are blind and have other disabilities.
- Must have a demonstrated good attendance record.
- Basic knowledge of general office equipment and use of a personal computer preferred.
- Must be able to perform required record keeping functions.

PERFORMANCE RESPONSIBILITIES:

- To assist the departmental Supervisor in the performance of assigned manufacturing duties.
- Assist in the motivation and direction of the activity of individuals, particularly in the area of individual job performance and personal goals such as a safety, quality and production requirements.
- Perform production assignments as needed.
- To assist Supervisor in training production employees.
- To assist Supervisor in ensuring employee compliance of all AIDB / AIB Policies and Procedures.
- To assist in record keeping and other supervisory duties as needed.

For More Information Contact:
Alabama Institute for Deaf and Blind

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AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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- Other duties as assigned.

SALARY: \$8.04 - \$10.96 per hour Scale IB Rank 00

Direct deposit is required.

This is a non-exempt position, and is subject to overtime provisions of the Fair Labor Standards Act.

DEADLINE FOR APPLICATION: Open Until Filled