



Creek Indian Enterprises Development Authority  
Muskogee Technology RFT Position Open Until Filled  
3.5 day work week/12 hr. shifts

**COMPOSITE ASSEMBLER OF MUSKOGEE TECHNOLOGY**

The Composite Assembler is responsible for performing various tasks in the packaging and kitting of diversified composite details and assemblies to produce assembly kits.

**REPORTING RELATIONSHIP**

The Composite Assembler of Muskogee Technology shall report directly to the Shift Lead or Composites Team Leader.

**DUTIES AND RESPONSIBILITIES**

- Responsible for the packaging of composite materials in quantities specified to produce kits.
- Attaches labels to packaged parts and materials.
- Packs finished items into inner shipping containers and seals, using electrical sealing equipment.
- Performs detailed recordkeeping as required.
- Assists in inventory control of composite material kits and raw materials.
- Responsible for material, components, parts, and other items located in the kitting area.
- Supports MT's vision and mission, including the strategies and processes to meet and exceed the expectations of both customers and management.
- Supports MT's commitment to maintain a safe workplace and to protect the environment by adhering to company policy and government regulations.
- Performs other duties as assigned by Muskogee Technology Management or the Composite Shift Lead.

**QUALIFICATIONS**

- High School diploma or GED preferred.
- One year experience working in a manufacturing environment preferred.
- Ability to follow oral and written technical instructions.
- Must be adaptable to a changing work environment, competing demands and be able to deal with frequent changes, delays or unexpected events.
- Ability to work as a team player required.
- Must be flexible and willing to work various shifts within the workweek.
- Must possess organizational and time management skills.
- Must be able to routinely perform physical labor, such as standing, bending, and carrying items weighing up to 75 pounds.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIEDA Personnel Policies and Procedures.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502  
Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm  
Apply online [www.CIEJobs.com](http://www.CIEJobs.com) Email: [HR@pcicie.com](mailto:HR@pcicie.com)

**PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.**

*Complaints about the recruitment or selection process for employment should be directed in writing to the President, CEO of CIEDA*