

# North American Signs

<https://northamericansigns.com/job/general-assembler/>

## General Assembler

### DESCRIPTION

North American Signs is looking for a General Assembler to help build and assemble custom sign components. This role involves shaping, cutting, gluing, welding, assembling, inspecting, packaging, and preparing sign products for shipment.

The ideal candidate is hands-on, detail-oriented, safety-minded, and comfortable working in a manufacturing environment. Previous sign manufacturing or fabrication experience is helpful, but North American Signs is willing to train the right person.

### RESPONSIBILITIES

The General Assembler will:

- Operate light-duty letter bending machines and shop tools.
- Shape sign letters using aluminum, acrylic, and other materials.
- Measure, cut, glue, weld, and form materials based on shop drawings and project details.
- Assemble channel letters, trim caps, and related sign components.
- Inspect finished pieces for quality, accuracy, and proper alignment.
- Package and crate finished products for shipping.
- Keep the work area clean, safe, and organized.
- Follow company safety procedures and policies.
- Assist with other shop production tasks as needed.

### QUALIFICATIONS

The ideal candidate is dependable, detail-oriented, and comfortable working in a hands-on manufacturing environment. This person should take pride in quality work, communicate well with others, and be willing to learn new skills.

A strong candidate will be:

- Reliable and team-focused.
- Comfortable working with hand tools and light machinery.
- Able to follow instructions, shop drawings, and production details.
- Focused on quality, accuracy, and safety.
- Willing to learn and support different areas of shop production.
- Organized and able to keep a clean, safe work area.

### EDUCATION

Qualified candidates should have:

- High school diploma or equivalent.
- Previous experience in sign manufacturing, fabrication, assembly, or a similar production role preferred.
- Welding experience preferred, especially with aluminum, light metal, or steel.
- Ability to read and interpret shop drawings, measurements, and templates.
- Strong attention to detail and commitment to quality.
- Basic mechanical ability and comfort using hand tools and light machinery.
- Ability to stand for extended periods and work in a production environment.
- Good communication skills.

### Hiring organization

North American Signs

### Employment Type

Full-time

### Job Location

3601 West Lathrop, 46628, South Bend, Indiana, United States

### Working Hours

6:00 AM – 2:30 PM EST

- Willingness to follow safety procedures and company policies.

### **PRE-HIRE REQUIREMENTS**

Candidates must successfully complete:

- Background check
- Reference check
- Motor vehicle check
- Drug screening

### **PHYSICAL REQUIREMENTS**

This role may require standing, walking, bending, stooping, squatting, crouching, crawling, reaching, and using hands to handle tools and materials. The position may also require occasional long hours, pushing or pulling more than 50 lbs., and using close vision, color vision, depth perception, and focus adjustment. Reasonable accommodations may be made for individuals with disabilities.

### **BENEFITS**

North American Signs offers a competitive benefits package, including:

- 401(k) with company matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Employee Assistance Program, also known as EAP, for personal and professional support