

Production Assistant

Litko Aerosystems, Inc.

Position Title: Production Assistant (Part Time)

Supervisor: President

Timeframe: Position offered beginning July 18, 2006 until filled

Summary of the position:

The successful candidate will be responsible for a number of activities including prioritizing and running production jobs on our laser cutting system, assembling products for completion of orders, performing quality inspections, tracking inventory, cleaning equipment, and maintaining a clean workspace.

Essential duties and responsibilities:

- Assemble products and complete customer orders. 50%
- Prioritize and run production jobs on our laser cutting system. 25%
- Perform quality inspections of work done by others. 10%
- Keep track inventory and stock levels. 10%
- Cleaning equipment and maintaining a clean workspace. 5%

Candidate qualifications:

- Candidate must have at least a high school diploma.
- Candidate must possess the ability to prioritize and handle tasks with speed and accuracy and be able to perform basic math calculations.
- Candidate must be analytically minded and a good problem solver.
- Candidate must have excellent oral and written communication skills.
- Candidate must be able to work in a team in a fast-paced environment.
- Candidate must be able to multitask.

Position specifications:

- The position will be part time and will range between 20 and 35 hours per week, in an office environment.
- Pay will be commensurate with the candidates ability to do the job, enthusiasm, and willingness to work.

Salary:

Commensurate with experience and skills, hourly, \$8 to \$14 per hour

Qualified candidates should send a resume, and cover letter to:

Kenneth Litko, President, Litko Aerosystems, Inc., 1453 Brandywine Rd. Crown Point, IN 46307
Or email your resume and cover letter to: ken@litkoaero.com

About Litko Aerosystems

Litko Aerosystems is a small, fast-growing company situated in Northwest Indiana. We use our technology to design, develop, manufacture and distribute mass-customized hobby products. We deliver value to our customers with our precision, flexibility, and fast response.