

70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air—indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Zeeland, Michigan facility we are looking for a Production Assembler 2nd shift

Assembly positions require our employees to perform repetitive bench or line assembly operations to mass-produce door lights, window lights and other products for the home building industry. The 2nd shift production assembler will perform daily operations which may include the assembly of blinds, insulated glass, decorative glass; final packaging of door glass and pulling various components from the supermarkets. The assembler will be responsible for continuous improvements of operations by submitting & supporting improvement ideas relative to safety, quality, delivery & cost.

Essential Job Functions:

- Ensures safety procedures are followed, required protective equipment used, and daily checklists are completed.
- Follows standard work and work breakdown instructions and maintain cycle time.
- Performs other value add activities such as assembly of parts, tapes, adhesives, testing, fasteners and or picking and delivering components and materials per the standard work.
- Inspects parts to ensure they meet quality standards and that components and finished goods match label descriptions. Packages parts
- Communicates best practices or potential concerns to the next shift's team members.
- Rotates and changes work centers using the time clock as needed.
- Keeps work station clean and organized, according to 5S standards.
- Builds cartons, lids, and other packaging for the work stations. Assist with the movement of materials into and out of work area as needed.
- performs other tasks such as rework, special projects, and continuous improvement projects.
- Cross trains in three different work areas and flexes into other departments and positions as needed.
- Supports improvements and changes.
- Performs other duties as required by the supervisor.

Candidate Requirements:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend basic instructions, postings, labels, production schedules etc.
- Ability to speak/respond to requests for information and write basic sentences to complete forms etc.
- Ability to carry out multi-step instructions.
- Ability to perform duties consistent with standardized situations with few variables. (i.e. judging quality defects, setting up work and determining the cause of a problem)
- Willingness to adhere to closely prescribed work instructions (with little or no opportunity to make independent decisions), understanding that most/all actions will be regularly checked by others.
- Able to perform basic math operations (*add/subtract two digit numbers and multiply/divide with 10's and 100's*). Understanding of units of weight, measurement, quantity, volume, and distance.
- Ability to stand for long periods of time, repeatedly bend and reach, and use hands to manipulate tools and parts. The employee is frequently required to read newspaper size print, walk, talk, and hear. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>

Performs daily operations which could include: Mold machine operation, assembly of blinds, assembly of insulated glass, final assembly of door glass, pulling various components from the supermarkets. Responsible for continuous improvement of Zeeland manufacturing by submitting and supporting improvement ideas relative to safety, quality, delivery and cost.