

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 an Operations Team Member 3rd shift.

An Operations Team member performs daily operations which could include: Mold machine operation, assembly of blinds, assembly of insulated glass, final packaging of door glass, pulling various components from the supermarkets. The team member is responsible for continuous improvement of Zeeland manufacturing by submitting and supporting improvement ideas relative to safety, quality, delivery and 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.
- Communicates best practices or potential concerns to the next shift's team members.
- Packages parts accordingly.
- 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) with three or more months of related experience and/or training.
- Ability to read and comprehend simple instructions, short correspondence/postings, labels and production schedules.
- Ability to write basic correspondence and complete forms/requests for information.
- Ability to lift and/or move up to 50 pounds & and repeated bending & reaching.
- ODL operates three different shifts and occasionally requires overtime so flexibility may be required.

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>