

# OPEN POSITIONS

*We currently have the following positions open and encourage current employees to apply.*

## Expeditor (Router)

**Primary Responsibilities** are to review all new purchase orders/RFQ's coming in for processing/Quoting to accurately determine if all necessary information is specified for it to be processed and then route to the proper departments. This position needs to understand what information is required by other departments (Customer Service, Product Development, Engineering, Purchasing, Sales, and Estimating) in order to draw or enter a product for processing and to identify any missing information for Customer Service/Estimator to clarify with the customer. This position is also responsible for creating part numbers for new items with consistent descriptions for a streamlined order entry process. Once all information is received this position is responsible for routing the purchase order through proper channels. **Minimum Qualifications** are High School Diploma or GED required; Additional education in Technical Studies and/or Applied Manufacturing/Design Concepts preferred with at least two years' experience in a related manufacturing setting. Or any combination of education and experience to be considered equivalent; Experience with reading and interpreting drawings and design layouts; Ability to learn product knowledge and customer Base; Technically minded with ability to understand technical processes; Excellent written and verbal communication skills; Excellent organizational skills with great attention to detail and accuracy; Excellent computer skills including Microsoft Office Suite; Ability to work in a team environment.

## Design Specialist

**Primary Responsibilities** are to assist customers in designing and laying out new and renovated spaces. Analyze and implement product improvement of existing products as well as customer specials; Manages the relationship with designated levels of customer and manufacturing personnel; Exchanges ideas, information and opinions with the engineering, manufacturing and sales departments to arrive at decisions, conclusions, and solutions with new and existing items.

**Minimum Qualifications:** Associate's Degree in Design or Engineering with working knowledge of software technologies used with the engineering area, including Auto Cad, Solid Works and Revit; Must have experience with technical alternatives and exhibit creativity and innovation in development of design solutions; Must have excellent judgment and proven track record leading successful projects and teams; Requires well-developed verbal, written and interpersonal communication skills; Must have ability to maintain positive and cooperative working relationships with sales teams, customers and other coworkers; Must be able to multi-task and handle several projects with competing deadlines simultaneously.

## Caseworks Drafter

**Primary Responsibilities** are to complete configuration of standard, special and custom cabinetry products. This position will create, revise and maintain Auto Cad drawings work as needed, in a timely manner and analyzes, plans, and completes projects to detailed specifications; Configure standard and special cabinetry units in AutoCad. **Minimum Qualifications:** Associate degree in Architectural Mechanical Design with at least 2 years' work experience; Design experience preferred. Or any combination of education and experience to be equivalent; Working knowledge of software technologies used within the engineering area, including Auto Cad. Experience in Microsoft Office; outstanding attention to detail; must be able to multi-task and handle several projects with competing deadlines simultaneously; requires well-developed communication skills and the ability to maintain positive and cooperative working relationships with Sales, Customer Service, Project Management, Production and customers; Ability to work in a team environment.

## BOM Specialist

**Primary responsibilities** for this position will be to set up a materials list and create machine routings that directs production through the process of building that product. Other daily tasks include creating new part numbers for purchased parts, updating existing parts per change requests, and maintaining updated drawing revisions for existing parts. The BOM works closely with production to resolve issues related to the materials list and/or routings. **Minimum requirements** are HS Diploma or GED; Must have at least two (2) years' office assistant experience and have highly competent computer skills including Microsoft Office experience; Experience in a Manufacturing setting preferred; Experience in reading engineering drawings and working with an engineering/design team is preferred; Must have good verbal and written communication skills; Must have good problem solving and analytical skills and must be detailed oriented; Must have excellent communication skills, both verbal and written and must be able to develop excellent working relationships with all production team members; Working knowledge of ERP/MRP manufacturing systems is preferred, but not required

***Any Employee who is interested in being considered for any of these positions should submit to the HR Office their resume along with a letter listing the position they would like to be considered for and what experience/skills they would bring to the position.***