

MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150
PHONE 715/756-2311 • LBR. SALES: 715/756-2287 • FAX: 715/756-2386



2ND POSTING

OPEN TO THE GENERAL PUBLIC

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: November 15, 2018

Job Title: Cabinet Drawer/Hinging

Supervisor: Millworks Supervisor

Status: RFT

Rate: Based On Experience

SCOPE OF WORK:

This position shall be responsible for producing and assembling cabinets efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must have the knowledge, skills, and ability to perform the following:

1. Assemble drawers and shelving as per the drawer cut lists, material cut lists, and assembly process sheets.
2. Install all drawer boxes into the corresponding cabinets as per the assembly process sheets.
3. Install and hinge all doors and drawer faces as per the assembly process sheets.
4. Install all hardware to finished products as per specifications.
5. Inspect and QC all cabinet parts for standard defects.
6. Make finished product ready for shipment.
7. Basic maintenance on machines, such as changing saw blades, knives, sand paper, and bits.
8. Receive and account for all drawer parts and shelving parts that come from the CNC.
9. Follow internal grading specifications.
10. Knowledge of wood species.
11. Using lock out tag out procedures according to safety policies.
12. To accurately record production.
13. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Works in extreme hot, cold, noisy, dusty industrial environment. Must be able to lift up to 75lbs. Must wear all appropriate safety apparel and equipment and comply with all safety policies and practices of MTE.

QUALIFICATIONS:

Must possess a high school diploma or equivalency. One year certificate in woodworking program is desired. Must have experience in assembling cabinets, installing cabinets, and one (plus) years of machine operator experience. Must possess good work ethic and excellent work attendance and be a team player.

www.mtewood.com

APPLICATION PROCESS:

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:

Levi O'Kimosh Human Resources Generalist

Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150

Email: levio@mtewood.com

Fax: 715-756-1314

Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.