



TO APPLY FOR THE GENERAL ASSEMBLER POSITION, FILL OUT THE ATTACHED FORM AND RETURN COMPLETED FORM VIA ONE OF THE FOLLOWING METHODS:

- Email to [jobs@infiniumwalls.com](mailto:jobs@infiniumwalls.com)
- In person at **21000 Infinium Way, Strongsville, OH 44149**

## GENERAL ASSEMBLER JOB DESCRIPTION

INFINIUM Architectural Wall Systems is a family-owned turn-key manufacturer of interior Glass Wall Systems headquartered in Strongsville, OH. Founded in 2003, INFINIUM has experienced significant strategic growth fueled by world class People, Products, and Process. INFINIUM has built a great reputation in the industry for saying what we'll do and doing what we say. We are the pioneers of the direct business model which is now adopted by many in the industry. INFINIUM has the immediate need for a conscientious, hardworking, and dedicated General Assembler to join our team with the following requirements and qualifications:

- Valid Driver's License
- Forklift Operation Certification will be considered a plus
- Previous work experience as a Warehouse Worker preferred
- Great physical stamina and manual dexterity
- Team player
- Good organizational and time-management skills
- Great interpersonal and communication skills
- Problem solver
- Receive shipments
- Load material in delivery trucks using appropriate tools
- Accommodate and carefully handle material
- Track and document exact shipment arrival and departure times
- Tag and label material
- Label and stockpile material according to size, shape, and type
- Box, wrap and pack merchandise in accordance with relevant procedures and standards
- Prepare all orders for shipment
- Record and manage all impaired or damaged material
- Operate adequate material management tools (for example, forklift)
- Enter data in inventory and logistics software programs

The appropriate compensation package will be designed for the right candidate and will include health care, 401K plan, paid vacation and a yearly profit-sharing bonus opportunity.

- 401K
- 401K matching
- Dental Insurance
- Health Insurance
- Health Savings Account
- Paid Time Off
- Vision Insurance

Additional Details:

- 8 Hour Shift, Monday-Friday
- One Location

INFINIUM is an equal opportunity employer offering a team oriented, open, and enjoyable work environment.

PERSONAL INFORMATION								
LAST		FIRST		MI	EMAIL			
ADDRESS				CITY	ST	ZIP	HOME PHONE	MOBILE PHONE
ARE YOU ENTITLED TO WORK IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO				ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, DATE OF BIRTH	
HAVE YOU EVER BEEN CONVICTED OF OR INCARCERATED IN CONNECTION WITH A FELONY IN THE PAST 7 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO				IF YES, PLEASE EXPLAIN				
MILITARY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, LIST BRANCH		ARE YOU A VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, LIST WAR		
WHAT POSITION ARE YOU APPLYING FOR?				HOW DID YOU HEAR ABOUT THIS POSITION?				
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER APPLIED TO INFINIUM BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO			DATE AVAILABLE			

WORK EXPERIENCE							
EMPLOYER	CURRENT OR MOST RECENT			PREVIOUS		PREVIOUS	
ADDRESS							
CITY   STATE   ZIP							
PHONE							
NAME OF SUPERVISOR							
DATES OF EMPLOYMENT	FROM	TO	FROM	TO	FROM	TO	
POSITION   JOB TITLE							
PAY							
REASON FOR LEAVING							
MAY WE CONTACT?	<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION							
HS	NAME   LOCATION	LAST YEAR COMPLETE				DEGREE	MAJOR   EMPHASIS
		<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12		
COLLEGE   UNIVERSITY		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4		
TRADE SCHOOL							
OTHER							
LIST ANY APPLICABLE SPECIAL SKILLS OR TRAINING							

Disclaimer: By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE