



Job Specification

Job Role: Production Associate / Shop Help

Elmed Incorporated is a small, family-owned & run manufacture of surgical instrumentation and equipment. We are currently seeking an individual to join our diverse team of individuals who will help to continue our growth and continue to make us successful. The perfect candidate will not be afraid to multi-task and manage several activities and projects throughout the day.

Production Associate/Shop Help Duties and Responsibilities

- Assemble materials and equipment as required (by hand or machine assisted)
- Use power tools to solder, weld, drill and attach parts
- Operate machinery to assist in the production process & maintain equipment properly
- Assist in the loading of raw materials to the production/assembly lines
- Transport raw materials and finished products from one place to another
- Work on the production/assembly line with consistent accuracy and speed
- Inspect finished products for defects to ensure quality standards are met
- Ensure that production requirements and standards are met consistently
- Make every effort to increase productivity and efficiency without compromising quality
- Work cooperatively with the production and management teams
- Maintain a clean and safe work area
- Follow all written and verbal instructions
- Demonstrate a positive and professional attitude

Requirements & Qualifications

- Physically capable of manual labor that includes lifting, bending and reaching
- Able to work 8 hour shifts standing
- Capable of reading and understanding production documents and safety manuals
- Good communication skills
- Willingness to comply with all safety guidelines at all times
- Reliable and punctual
- Positive attitude and willingness to work as part of a team

Benefits:

- Medical/Dental
- Paid Time Off (PTO)
- Paid Holidays
- Simple IRA/401K

Company Background:

ELMED INCORPORATED is an American based company which was founded in 1969. Our products range from Electrosurgical Equipment to Endoscopic Instrumentation. ELMED INCORPORATED is a manufacturer and distributor providing the medical industry and its many specialties with quality products including:

- Electrosurgical units and accessories
- Endoscopic instrumentation and related equipment
- General surgical instruments
- Self-retaining retractor systems

The company is located at 35 N Brandon Drive in Glendale Heights, Illinois 60139, U.S.A. The 26,000 sq ft facility houses the office, warehouse, machine shop and electronic department.

Since its founding, ELMED INCORPORATED has been driven by the desire to provide State-Of-The-Art technology, clinically based and reliable.

Many years of experience in the medical field, highly specialist products and excellent service is the key to the success of the company, helping us grow and establishing an excellent standing and leadership in the market-place.

We also offer a complete instrument repair service for our own as well as competitive products. Fast turn-around time as well as excellent service capability is greatly appreciated throughout the industry.

ELMED INCORPORATED distributes its products in the entire United States through direct sales, company salesmen, representatives and dealers. We also export our products in many parts of the world such as China, Korea, Taiwan, South America etc.

If interested, please send resume and reach out to Sabine via sabine@elmed.com or ask for a job application from sabine@elmed.com