

ASSEMBLER CAREER PATHWAY

1000 Maloney Circle, Bethlehem, PA 18015 (800) 862-8622

https://reeb.com/

JOB OPENINGS: https://reeb.com/careers/

Business Description

Reeb® is one of the largest distributors of custom Millwork products on the East Coast.

The secret to Reeb's success is no secret at all, we simply work harder for our customers. We're not tied to shareholders and spreadsheets. We're a family-owned business that has weathered the storms, both literally and figuratively, along with our partners for over 100 years, and we're stronger than ever. We understand the decisions owners in our industry face everyday and earn your business by stocking more products, offering shorter lead times, more options and better support. Reeb hires the best, and they go to work for you, everyday. When you need to reach us, there's always more than a single point of contact anytime of the day or year.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Honest
- Integrity
- Respect for others



@reebmillwork



Reeb Millwork



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Operations Manager



Production Supervisor



Production Team Lead



Senior Machine Operator



Assembler

Bachelor's Degree in Engineering, Management, Business Administration, or similar area required. 7+ years of management experience within a manufacturing and/or distribution setting. Experience with LEAN, JIT, line balancing, level loading, root cause analysis, throughput expansion and method improvements required. Ability to accept responsibility and account for his/her actions, provide guidance and feedback to help others strengthen specific knowledge/skill areas, guidance and feedback to help others strengthen specific knowledge/skill areas, and grasp and understand business concepts and issues.

High School Diploma or equivalent, Bachelor's Degree (four-year college or university) preferred. Five or more years' experience in a manufacturing environment with 2 years in a leadership role. Five plus years in management/supervisory position with 2 years in a manufacturing facility. MS Office, WMS and ordering system. Valid driver's license required. Safe driver history/record required for insurance and liability reason. Demonstrates a high level of knowledge of job, products, services and procedures. Has a high level of job knowledge and understanding of systems, procedures, etc.

High School Diploma or equivalent. Two or more years' experience in a manufacturing environment. One year as a Machine Operator preferred. Forklift experience/certification required. Ability to allocate authority and/or task responsibility to appropriate people. Provides outstanding customer service (to both internal and external customers); follows through on responsibilities to customers; leaves all customers satisfied. Creates open channels of communication, adapts message to fit the audience, expresses ideas clearly and concisely, keeps others well informed; listens carefully to input and feedback.

High School Graduate or General Education Degree (GED). Two to four years related experience. Must be able to read tape measure. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Read and understand English. Good hand and eye coordination. Ability to use hand tools, pneumatic staple gun and other electric tools when necessary. Experience with specialized carpentry tools helpful. Reading and interpreting technical drawings. Ability to follow oral and written communication from supervisor, lead or co-worker.

High School Graduate or General Education Degree (GED). One to two years related experience. Acts with integrity. Communicates effectively. Customer driven. Demonstrates understanding and respect for people of all backgrounds. Detail-oriented. Drives quality and results. Enthusiasm. Problem solving. Promotes teamwork. Self-Motivated. Time Management. Must be able to read tape measure. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to read and understand English. Good hand and eye coordination. Ability to use hand tools, pneumatic staple gun and other electric tools.