



Operations Clerk

Department: Production Control

Reports to: Production Control Manager

Description/Responsibilities:

This position will be responsible for:

- Setting up and maintaining job orders
- Supporting Production functions including: printing product labels, printing and assembling job order packets, and archiving documentation
- Supporting National Sales Project Management including: sending schedule reminders to customers, archiving documentation
- Assembly of job Manuals

Qualifications:

We're looking for an experienced professional with the following background:

- High school or GED
- Detail-oriented and well-organized
- Excellent written and verbal skills
- Understanding of engineering routings and bill of material structures
- Proficient in the use of Microsoft Office Suite

Additional Information:

We offer a competitive salary and benefits package including health, dental and vision insurance, disability insurance, life insurance, 401K, vacation days and the use of an onsite fitness facility. If you would like an excellent job opportunity with a solid and flexible organization; please submit your resume today.

“Working Together to be the Best.”

www.meielevatorsolutions.com

Please send resume, salary requirements and the MEI Application to MEI Human Resources.

MEI- Total Elevator Solutions
19336 607th Avenue
Mankato, MN 56001

MEI Application:
Call: 507-245-3060 to receive the application
Or
Download the MEI Application via the Career Opportunities webpage

About MEI:

Founded in 1971, MEI is located in Mankato, MN and employs approximately 280 employees throughout Minnesota, Wisconsin, Kansas City, Philadelphia, Detroit and Colorado. MEI specializes in manufacturing, installation, repair, modernization and servicing of various types of elevators. Equipment manufactured by MEI is found in every U.S. state as well as several foreign countries. In addition, MEI installs, modernizes and services equipment within a seven-state area of Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Kansas and Missouri. We have offices and manufacturing plants are located throughout Minnesota, Wisconsin, Kansas, Illinois and Pennsylvania. MEI is licensed, insured and bonded elevator contractor and a member of the National Association of Elevator Contractors. Our equipment meets the requirements of the ASME A17.1 code / CSA B44. MEI is an EEO/AA Employer.

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