



General Filters is a leading manufacturer of Whole House Residential Indoor Air Quality Products and Oil Filters. Located in Novi, MI and founded in 1937, the Company brings professional experience spanning over three generations of implementing strict quality and assurance systems to deliver premium dependable products and providing great customer service. New leadership is bringing progressive and innovative thinking to this stable and already well-established Company.

The Position

General Filters is looking for a motivated self-starter to learn in a dynamic and friendly environment. The production of General Filters' products is industry specific, however, the Company is willing to train new hires on the processes and procedures.

Duties for the Production Assembler position include but are not limited to:

- Assemble, test, pack and load light weight products in a very clean workplace.
- Inspect quality and notify team leader if discrepancies occur.
- Operate production equipment and machines.
- Complete daily production reports, including all required production information.
- Maintain inter-departmental inventory control.
- Keep work area clean and organized.

Desired Experience, Skills, and Abilities

- Requires knowledge of assembly procedures.
- Must be able to work effectively in a team environment
- Standing for extended periods of time and involves moderate repetitive lifting and bending.
- Ability to work in an environment with high volumes of noise

Compensation, Benefits, and Structure

The position is full-time and permanent. The working schedule is first shift, **Monday to Thursday from 6:00 am – 4:30 pm**. The position offers a competitive hourly wage based on skills and experience.

The Recruitment Process

The recruitment process will include two phone screens, at least two in-person interviews, candidate assessments, and a pre-employment background check and drug test. The process is designed to make sure that General Filters and the candidates are aligned in their long-term goals and have shared core values.

General Filters is an equal opportunity employer (EOE).