

United States Jobs Expertini®

Assembler

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Company: STENOGRAPH, LLC

Location: Downers Grove

Category: other-general

The Company

Stenograph LLC is a world leader in the legal transcription industry with a legacy of excellence spanning 85 years, serving a global clientele. Stenograph is at the forefront of legal transcription innovation providing a comprehensive suite of cutting-edge technology designed to empower legal and transcription professionals. Our team's extensive knowledge, experience, and dedication have earned us the reputation as a trusted industry leader. To help us achieve this, we surround ourselves with creative and empowered team members who exemplify our core values of customer focus, quality, continuous learning, commitment, and collaboration. Stenograph offers the most advanced stenographic machines and computer-aided transcription software for the unique technology needs required by court reporters and captioners. In addition, Stenograph's custom-built automatic speech recognition technology and productivity solutions are designed to benefit all stakeholders of the deposition and legal industry, including digital reporters, transcriptionists, and agencies. We are uniquely positioned as the only provider of a complete end- to-end integrated solution, providing our customers with tools and solutions to capture and produce an accurate verbatim transcript. Our team also provides training materials and professional development courses, that provide our customers with the tools and expertise needed to thrive in the fast-paced industry. Stenograph's support, commitment, and advocacy have solidified our position as a

respected industry leader.

Stenograph is owned by the Heico Companies, LLC, and is a certified Woman-owned Business Enterprise (WBE). For over 40 years, The Heico Companies has delivered sustainability to their businesses while maintaining their entrepreneurial spirit. They now have over 9,000 employees and over 78 operating companies on 5 continents and generate more than \$3.3 billion dollars in revenue. The Heico Companies believe that great, game-changing ideas can come from anyone, anywhere in our organization.

The Position

Currently we are seeking a candidate for an Assembler position at our facility in Downers Grove, Illinois. This is an exciting opportunity for an enthusiastic, self-driven individual who is looking for a long-term position in a well-established company. This is an individual contributor role reporting to the Assembly Supervisor.

Responsibilities

Perform duties as required or directed by Assembly supervisor.

Follow prescribed procedures to assemble a variety of parts to form complete or sub-assemblies.

These will include:

- Mechanical Sub-Assemblies

- Electrical Sub-Assemblies

- Final Assembly of writer

- Clean and packing of Finished Product

- Assembly of other after-market products

Report all unusual conditions or defective materials to your supervisor and uphold quality

standards.

Assist with other duties as assigned.

Observe all safety regulations and requirements.

Maintain a clean and orderly work area.

Requirements and skills

Minimum of a high school diploma or equivalent.

At least 1 year of related work experience.

Basic computer proficiency.

Must be a team player.

Ability to lift boxes up to 50 pounds and stand for long periods of time.

Good organizational skills and able to self-manage work duties.

Pass a standard background check and drug screen.

Able to work Monday- Friday, 5:30a-2p onsite at the Downers Grove, IL. location.

EOE/M/F/D/V

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