



Title: Production Assembly Tech
Department: Production
Position Classification: Full-time, regular
Job Req Opening Date: Open
Contact: Klinton Halliday
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Company: Indow is an award-winning Portland company manufacturing and selling energy and noise reducing window inserts. Join our mission to provide our customers with comfort and quiet while helping preserve the environment and historic buildings and encouraging environmentally-friendly living.

You: We're looking for Production Assembly Technicians who will make a positive contribution and help Indow thrive. Excellent attendance, a willingness to learn, and great teamwork are a must. We hope you share our passion for our community well-being, continuous team- and self-improvement, and the company's success.

Job Snapshot: This position involves learning various assembly positions to prepare and assemble our inserts for assembly and shipment with a positive attitude, attention to detail, and quality. Thanks to your efforts, our customers will enjoy greater comfort, quiet, and energy efficiency in their homes and workspaces.

You and your teammates will be scheduled for a **four day work week**, Monday-Thursday from 7:30am-6:00pm. We also offer overtime work for interested employees!

For the safety of our employees, their families, and our community, Indow requires employees working on-site to be vaccinated against Covid-19 or have an approved medical or religious exemption*.

Primary Qualifications:

- Have good attendance practices
- Good reading and basic math skills
- Work well in a cross functional team environment
- Have a willingness to learn new job skills
- Adhere to safety policies and procedures
- Lift less than 50lbs. frequently
- Stand for two hour intervals
- Strong personal integrity

Compensation:

- \$16.50 per hour
- Robust benefits package including paid time off; medical, dental, short term disability, and life insurance; Flexible Spending Accounts; and 401k with employer matching
- Stock options after one year of employment

Diversity Statement: Indow celebrates diversity and welcomes applicants from any race, color, religion, sex, sexual orientation, sexual identification, national origin, age, marital status, disability or veteran's status. We believe diversity, equity, and inclusion leads to



more expansive and varied ideas, information, and perspectives, making us more creative and improving our decision-making power.

Interested in joining our team? Send your resume to opportunity@indowwindows.com!

* Candidates who have had their initial dose of the Covid-19 vaccine are encouraged to apply. Until fully vaccinated, employees are tested weekly. Medical or religious exemptions should be disclosed to the hiring manager during the initial screening.