

## General Production Laborer

Scientific Dust Collectors (est. 1981) is an autonomous division of Venturedyne Ltd., a large diversified industrial manufacturing corporation with divisions involved with *dust collection, indoor air quality, magnetic detection and separation equipment, environmental test chamber and sub-micron particle counting for clean rooms*. All dust collector design; manufacturing, applications and sales support are done in our Alsip (Chicago) location providing close control over all key aspects of our business.

## Job Description

Parts and equipment cleaner needed for manufacturing facility in Alsip, IL. Duties include cleaning equipment and parts, sweeping shop and other maintenance items.

Job Type: Full-time

Starting from \$13.50 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Health insurance
- Paid time off
- Paid Holidays

## Key qualifications

Manufacturing, Assembly, Mechanical knowledge, Forklift, Hand tools. Candidates must be authorized to work in the USA and have a valid drivers license.

Please send resume to the following email: [HumanResources@scientificdust.com](mailto:HumanResources@scientificdust.com)

No Phone Calls Please.

## **MIG Welder**

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We are looking for an experienced MIG Welder with ability to read blue prints and set up machines. Applicant will need basic tools and equipment for the position. Opportunities for overtime are available when applicable.

Job Type: Full-time

Salary: Starting at \$20.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Health insurance
- Paid time off
- Overtime
- Paid Holidays

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## **PART TIME Administrative Assistant (Alsip, IL)**

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks for our small professional manufacturing office in Alsip, IL. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs, and managing our company's general administrative activities. We are initially looking for a Part Time Hire - this could turn into a Full-Time position for the right individual.

Some of the duties include:

- Answering phones
- Maintaining Payroll
- Balancing labor tickets for in-plant work orders
- Accounts Payable and Cash Posting
- General Human Resources
- Preparing reports and maintaining appropriate filing systems
- Update and maintain office policies and procedures
- Maintain contact lists

Requirements:

- Attention to detail and accuracy a must
- Able to take direction as well as work independently
- 3 or more years' experience in a similar setting
- Some college coursework completed
- Word, Outlook and Excel experience a must
- Ideal candidate should have excellent oral and written communication skills

Ultimately, a successful Administrative Assistant should ensure the efficient and smooth day-to-day operation of our office.

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Company Overview: <https://www.youtube.com/watch?v=6BKuvSFfPPU>

Please send your RESUME to the following email address for consideration:

[HumanResources@scientificdust.com](mailto:HumanResources@scientificdust.com)

Thank You,

Human Resources