

GETTING HIRED AT GK MACHINE, INC.

THE HIRING PROCESS

PROFILE

GK Machine, Inc.
Established 1976
10590 Donald Rd
Donald Oregon 97020

Phone:

503-678-5525

877-678-5525

Website:

GKMachine.com

SOCIAL MEDIA:

Facebook: [https://
www.facebook.com/GK-
Machine-Inc-
151769541515386/](https://www.facebook.com/GK-Machine-Inc-151769541515386/)

Linken: [https://
www.linkedin.com/company/
gk-machine-inc-/
mycompany/](https://www.linkedin.com/company/gk-machine-inc-/mycompany/)

Instagram: [https://
www.instagram.com/
gk_machine/?hl=en](https://www.instagram.com/gk_machine/?hl=en)

Youtube: [https://
www.youtube.com/channel/
UCH5Rqq3DYFJvffgBaPCvFkw](https://www.youtube.com/channel/UCH5Rqq3DYFJvffgBaPCvFkw)



EMPLOYMENT

GK Machine, in Donald Oregon is looking for people who love to create and build machines to join our manufacturing team. Competitive wages, good benefits and a great working environment.

Fabricators/Welders	Certified welders	Weld test
Stainless Steel Fabricators	Certified welders	Weld test
Mechanical Repair	Mechanical experience	
Laser Operator	CNC experience	1-2 years CNC
General Laborers	Training available	
Front Counter Sales	Customer Service exp.	
Press Brake Operator	CNC experience	1 year CNC
Painter & Paint Prep	Training available	
Shipping/Receiving	Training available	
Greenhouse Assembly	Training available	
Mechanical & Electrical Assembly	Mechanical experience	
CNC Machinist	CNC experience	2 year cert.
Sales Support Staff	Sales/CS experience	
Administration/Finance	Admin/Fin experience	Varies by position
Engineer	Training available	4 year degree
Draft Person	Training available	2 year cert.

BENEFITS: Health Care, Retirement Savings, Paid Time Off & Holiday Pay

Medical Plans & Member Discounts, Pre-tax Medical Premiums, Pharmacy, Optional Dental plan and Optional Vision Care

Retirement & Financial Benefits

- 401K Employer Matching
- \$10,000 of paid life insurance for each employee
- Flexible Spending and Dependent Care Accounts
- Optional Long Term Disability benefits
- Optional Life and Accidental Death Insurance

Paid Time Off (PTO)

- 40 hours of paid time off after 90 days

Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Friday after and Christmas Day

EDUCATION:

Many position at GK Machine do not require special education or training while other positions require certification or training in a specific area of study. For example, welders can qualify by providing previous work experienced or a 2-year certificate program. At GK Machine, we have all fabrication applicants complete a weld-test to ensure they can read prints, provide specific welding examples and have basic understanding of safety protocols.

RESUME AND INTERVIEW:

Applicants may view current job openings and apply directly on the www.gkmachine.com website. Many jobs at GK Machine are also advertised on Indeed.com. Applicants may also apply from the Indeed website. Applications are reviewed by HR and if determined that all basic requirements are met, are then sent to the department manager for review and possible interview selection.

Once the manager selects applicants for interviews, GK Machine's HR department will call and email the applicant for their availability for an interview. After the interview, the manager can make an offer to a new employee. All offers of employment are contingent upon successful completion of all required documents, testing and passing a pre-employment drug screen.