

Join Our Team!

Position: Operations Support Staff

Position Summary - Join the ranks of a Top Workplace, family owned, stable and fast-growing local business! This is an entry level office staff position that will be supporting our Operations Departmental Managers. This is a fantastic opportunity to work closely with our Managerial Team, helping them with day-to-day functions to support our quickly growing business. We are looking for a Team Player that is willing to help in all areas of our operations, who is dedicated and a quick learner.

Specific Job Requirements -

- Inventory Support
- Shipping and Receiving
- Service & Small Order Customer Fulfillment
- Security Badge Printing for customers
- Support Facilities Manager with small building maintenance and vehicle support
- Part Delivery to field technicians and runner for Prints and Permits
- Installation scheduling support
- Installation Job Closing & Documentation Support
- Microsoft Experience Required,
- Some previous inventory experience preferred but not required.

Pre-Hire Screening - A job candidate must pass a drug and background check in advance of hire. References will be called to confirm previous experience.

Benefits - At Habitec we know that our people are our most valuable asset, and we are pleased to offer a substantial benefits package and overtime opportunities. Benefits include medical, life and disability insurance, 401K, and vacation/sick pay.

About Habitec Security - Habitec Security, founded in 1972, is headquartered in Holland, Ohio and has two full-service branches in Columbus, Ohio and Charlevoix, Michigan. Habitec is ranked as the 64th largest largest electronic security companies in the country according to the top 100 rankings compiled by the Security Distributing & Marketing (SDM). Habitec, one of the largest family-owned and operated security companies in the Midwest, monitors all 13,000 customers from a Habitec owned U.L. monitoring center. The Habitec team consists of over 80 employees with an average of 20+ years in the security industry and are leaders in residential and commercial security systems. For more information visit us at habitecsecurity.com

Habitec Security is an equal opportunity employer.



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