

## ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

## WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; health, dental, vision and life insurance; as well as retirement plans.

## THE POSITION

<b>Job Title:</b>	Prep / Utility Associate
<b>Position Status:</b>	Permanent, Full Time
<b>Department:</b>	Operations
<b>Supervision Received:</b>	Production Lead / Line Supervisor
<b>Supervision Exercised:</b>	N/A
<b>Salary:</b>	\$22.50/hour with differential
<b>Schedule:</b>	12-hour Shifts   Shift Rotation 4 on/ 4 off (days/evenings)

The Prep/Utility Associate is an integral position on the production floor. This position is responsible for ensuring the production line has the materials needed to ensure the line continues to run. They also perform general housekeeping and change materials in critical areas of the line. The person in this position must be able to move with urgency, communicate well, prioritize requests, and thrive in a busy, fast-paced environment.

- Perform EVA1 and EVA2 back sheet changes to ensure the production line continues moving
- Refills the glass pallets to ensure the line continues moving
- Performs cleaning of the Auto-trimmer
- Garbage removal from the production floor
- Pulling pallets when they are filled
- Completing the Box-it-up checklist form
- Refills the alcohol bottles on the production floor

- Completes scrap tickets
- General housekeeping/sweeping of the production floor
- Refilling the cell pallets for the Stringer area
- Responsible for moving the tables to and from the post lam corner
- Other duties as assigned

**Minimum Qualifications:**

**Applicants must be 18 years of age or older with a high school diploma or GED**

- Forklift operating experience preferred
- Ability to multitask and problem solve
- Ability to take direction and work independently
- Previous warehouse experience is an asset
- Strong attention to detail
- Capable of understanding and following oral and written instructions
- Ability to follow all company safety policies and procedures
- Prolonged standing and ability to lift up to 50 lbs
- Criminal Background Check and Drug Screening required

**Physical Requirements:**

- Must be able to stand and traverse the production floor and warehouse
- Must be able to use a forklift
- Must be able to climb stairs
- Must be able to team lift up to 50 pounds
- Must be able to tolerate a warehouse and production environment

**Qualified applicants should submit a cover letter and resume to [careers@heliene.com](mailto:careers@heliene.com).** This job will be posted May 6 – May 17, 2024, or until filled.

**Heliene offers medical, dental, and life insurance at no premium cost for our employees and a reduced premium cost for dependents/spouse, PTO, and 401k with match.**

All applicants must be legally eligible to work in the United States of America. Currently, Heliene USA is not accepting applicants that require sponsorship.

Positions are open to all qualified applicants. Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups and all qualified applicants will

receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.