



Who is Glo

Glo Windows and Doors, Inc is a small and growing window and door company. We recently built a new fabrication facility in Missoula, MT to machine and build high performance and high-end aluminum windows and doors for the custom residential home market. We are a lean fabrication company and strive for continuous improvement and growth within the company and our skillsets. The awesome part about this position is you will be the first CNC Machinist at Glo and you will have a lot of ownership in the structure and workflow in the facility. We have invested in state-of-the-art equipment and believe in building to the highest quality possible.

Position Summary

The CNC Machinist position reports to the Operations Manager. He/she will be responsible for ensuring safe and efficient operation of fabrication machines and production of aluminum windows and doors. You will review work orders and systems manuals, blueprints and schematic diagrams to determine tasks to be performed and tools, equipment and parts needed to accurately and efficiently produce the window and door order.

This position includes four primary areas of work:

1. Programming of CNC, Automated Saws and other fabrication equipment
2. Cutting, Milling and Assembly of Aluminum Extrusions into windows and doors
3. Service support of already installed windows and doors
4. CAD work to aid in programming

Responsibilities in each of the areas of work

General Leadership

- You will be the face of the company in the warehouse and with current and past customers. It is important to understand the values and vision of Glo and be able to consistently articulate and conduct oneself in a way that reflects the Glo brand.
- Collaborate closely with the rest of the Glo team to solve problems and answer technical questions as needed.
- Be a role model for company culture.

Glo Fabrication Warehouse

- Review job order package in its entirety, including plans, specifications, and production files to fully understand what is needed to fabricate and assemble the window and door order and determine the equipment, tooling and fixturing required to produce the end product.
- Responsible for programming and operation of all fabrication equipment. This includes CNC Programming, exporting cutting lists from quoting software to machines, and assembly of windows and doors.
- Receive shipments of windows and doors, as well as parts and pieces needed for repair and installation of windows and doors
- Package (sometimes includes building crates) and ship items to customers
- Manage, organize and schedule routine maintenance of vehicles, equipment and warehouse



- The person in this position is responsible for maintaining a high level of organization, cleanliness and maintenance of all machinery, tools, inventory and vehicles and heavy equipment possessed by Glo

Field Service

- Diagnose cause of improperly functioning windows and doors
- Identify which parts need to be ordered and place order with appropriate vendors
- Install and repair windows and doors
- Adjust hinges and hardware on windows and doors
- Study vendor manuals to understand systems, components, hardware of all products offered by Glo.
- Schedule repairs, meetings, site visits and maintenance
- Collaborate with and communicate with Glo team members and Glo vendors
- Maintain ownership of the repair until it is resolved, from beginning to end

Office

- Provide technical support to customers via email and telephone
- Email and telephone correspondence with vendors
- Track expenses, enter appropriate job and expense codes and file documents
- Participate in team meetings
- Participate in conference calls with customers and vendors
- Order and ship replacement parts

This is a mid-level position. The main requirements for this position are a high degree of aptitude in the areas of mechanical skill and tool usage, organization, problem solving, efficient and effective use of time, and the ability to plan ahead.

Compensation and Benefits:

- Hourly wage for this position depends on experience. We believe in investing in our people and compensation will be in line with skillsets.
- Retirement
- Paid Holidays

Serious inquiries, please email resume to: mark@glowindows.com