Lenawee County

Companies & Careers

Second Edition

Lenawee now

ALIGN

Lenawee Talent Consortium

Introduction

Students, Parents, Employers and Educational Partners:

This booklet is a result of the collaborative efforts from our Lenawee County employers, local educational institutions, and Michigan Works! Southeast. Lenawee Now has compiled this booklet as an invaluable tool for students and others who are interested in exploring career options in Lenawee County. By collectively working with our partners, the Lenawee Now Team continues its efforts to eliminate the talent gap.

Special acknowledgement goes to our employers for assisting the team in creating this booklet. Their dedication has been instrumental in building our talent pipeline. To Michigan Works! Southeast, we say thank you for contributing the many tangible resources for students while they prepare to put their best foot forward and explore the opportunities available to them here in Lenawee County. These partnerships will bring additional awareness to the probability of pursuing a lucrative profession matching a student's passion!

Kind regards,

James E. Van Doren
Executive Director

Lenawee now

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Lenawee County

Automotive Sales

CAREER PATHS AND JOB TRACKS

- Management LOVES to promote from within
- Invest to accelerate someone's career
- Many opportunities to advance yourself within the organization
- Entry level positions can be on a fast-track to promotion with hard work and dedication

ENTRY LEVEL QUALIFICATIONS

- No specific education or skills required for some positions
- Require a great personality and the ability to work well with others
- Entry-level positions in Sales, Customer Service, Service Mechanics and Detailers

WORK/LIFE BALANCE

- 5-day work week/ 40 hours per week with 1-hour lunch
- Up to 15 PTO days and 6 paid holidays

CLIFT BUICK GMC

www.CliftAuto.com

WORKPLACE CULTURE

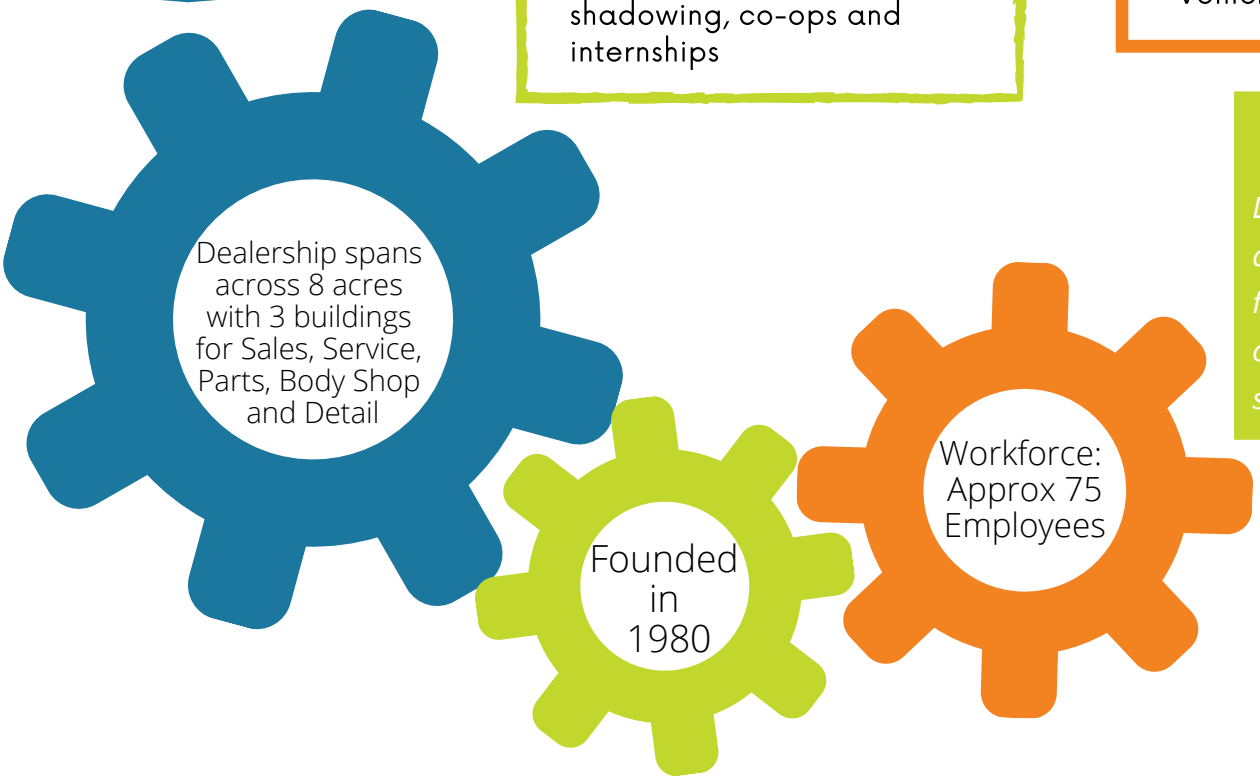
- Friendly
- Fun
- Integrity

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **www.CliftAuto.com/careers**
- Experiential learning: Job shadowing, co-ops and internships

LENAWEE GOODS AND SERVICES

- New Buick/GMC Sales and Pre-Owned Sales
- Auto Parts and Full Automotive Service
- Collision Repair and Vehicle Detailing



> *Destination dealership with friendly, honest customer service.*

ENTRY LEVEL QUALIFICATIONS

- No specific education or skills required for some positions
- Entry-level positions in Sales consultants, Technicians, Office personnel and Detail shop

CAREER PATHS AND JOB TRACKS

- Equal opportunity employer
- Offer advancement opportunities based on experience and performance

WORK/LIFE BALANCE

- Vacation time
- Sick leave

KNAPP CHEVROLET BUICK

www.KnappMotors.com

WORKPLACE CULTURE

- Small-town business
- Family atmosphere

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **www.KnappMotors.com/careers**
- Experiential learning: Job shadowing and job training for most positions

LENAWEE GOODS AND SERVICES

New and Pre-owned Vehicles Sales.

Dealership spans across approx. 30 acres with 2 buildings totaling 15,000 Sq. Ft.

Founded in 1944

Workforce: Approx 30 Employees

> *Honesty* and Integrity - Your trust is the most important thing we can ever earn.

Lenawee County

Food Service

CAREER PATHS AND JOB TRACKS

ENTRY LEVEL QUALIFICATIONS

- Many entry-level jobs including cooks, servers and wait staff
- Training and learning about different jobs
- Great opportunity to learn the food business

- Wide range of roles
- Training and development are important
- Encourage employee progress and actively support a fulfilling career
- 80% of Sodexo's managers are promoted from within

WORK/LIFE BALANCE

- Encourage employees to enjoy their time away from work to its fullest
- Generous PTO policies
- Some employees get summers off

sodexo

QUALITY OF LIFE SERVICES

Adrian.SodexoMyWay.com

LENAWEE GOODS AND SERVICES

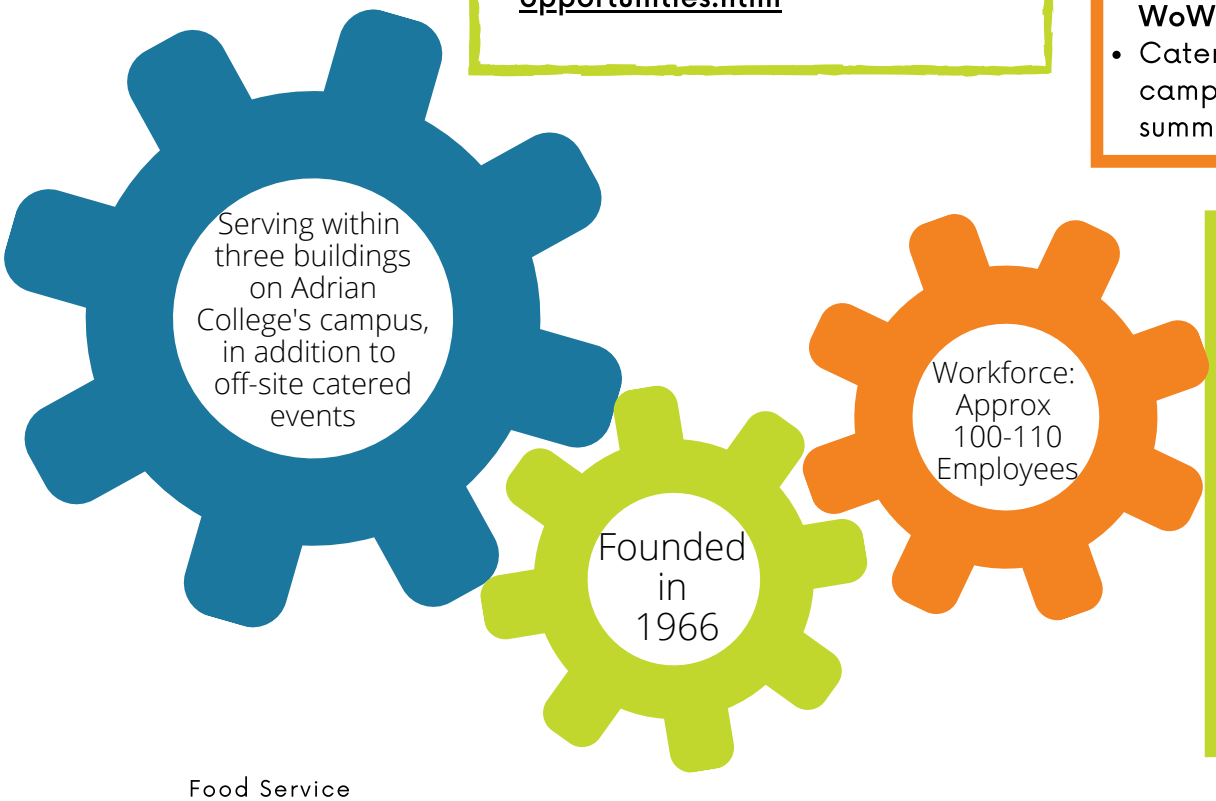
- Serving all culinary needs across the campus of Adrian College
- Ritchie Marketplace
- Caine Center: **The Grille, Zime, and Bulldog Beanery**
- Arrington Ice Arena: **WoW Café**
- Catering on and off campus and during summers

WORKPLACE CULTURE

- Creating an engaging and inclusive workplace
- Caring and nurturing

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://us.sodexo.com/careers**
- Experiential learning: Internships at **us.sodexo.com/careers/student-opportunities.html**



Individuals - *Improve the Quality of Life* of our employees; **Communities** - Ensure a diverse workforce and inclusive culture that reflects and enriches the communities we serve; **The Environment** - Foster a culture of environmental responsibility within our workforce and workspaces.

Lenawee County

Healthcare

ENTRY LEVEL QUALIFICATIONS

- Some positions do not require specific education or experience. Other positions require high school diploma/GED and/or some experience
- Entry-level positions in Environmental Services Tech, Nutrition Services Assistant, Unit Clerk, Sterile Processing Tech, Courier, Patient Care Tech I

CAREER PATHS AND JOB TRACKS

- Provides tuition assistance opportunities for career enhancement
- Professional development and continuing education opportunities

WORK/LIFE BALANCE

- Employee wellness program
- Employee assistance counselors
- Healthy food options available in cafeterias
- Robust benefits package
- Enhanced employee reward and recognition program

PROMEDICA
CHARLES AND VIRGINIA HICKMAN HOSPITAL

www.ProMedica.org

WORKPLACE CULTURE

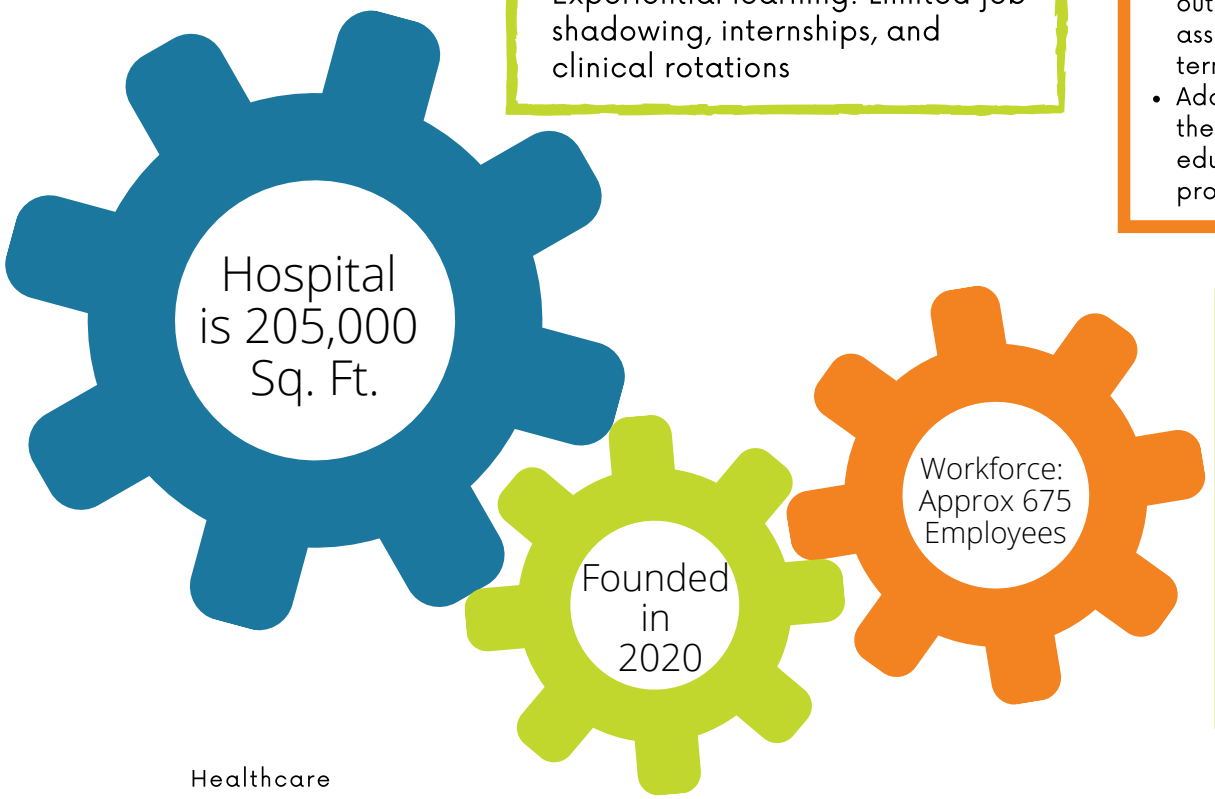
Encourages personal satisfaction, professional growth, and employee wellness.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **www.promedica.org/Pages/career-center/**
- Experiential learning: Limited job shadowing, internships, and clinical rotations

LENAWEE GOODS AND SERVICES

- Provides safe, reliable, high quality healthcare
- Primary care and specialist physicians through ProMedica Physician Group
- Services include acute care treatment and diagnostics, outpatient rehabilitation, assisted living, and long-term care
- Additional services include the Veggie Mobile and educational health programs



To improve YOUR health and well-being. Health care is a calling that requires special people. And the people of ProMedica are here to provide YOU with the highest level of care and service.

Lenawee County

Insurance Agencies & Brokerages

CAREER PATHS AND JOB TRACKS

ENTRY LEVEL QUALIFICATIONS

- Minimum of high school diploma or GED
- Applicants are evaluated on their skills and experience

- Promotes from within whenever possible
- Provides employees ability to continue their education to better prepare for future opportunities

WORK/LIFE BALANCE

- Paid time off
- Family events and activities
- Bi-weekly three-day weekends

Gleaner
Life Insurance Society

www.GleanerLife.org

WORKPLACE CULTURE

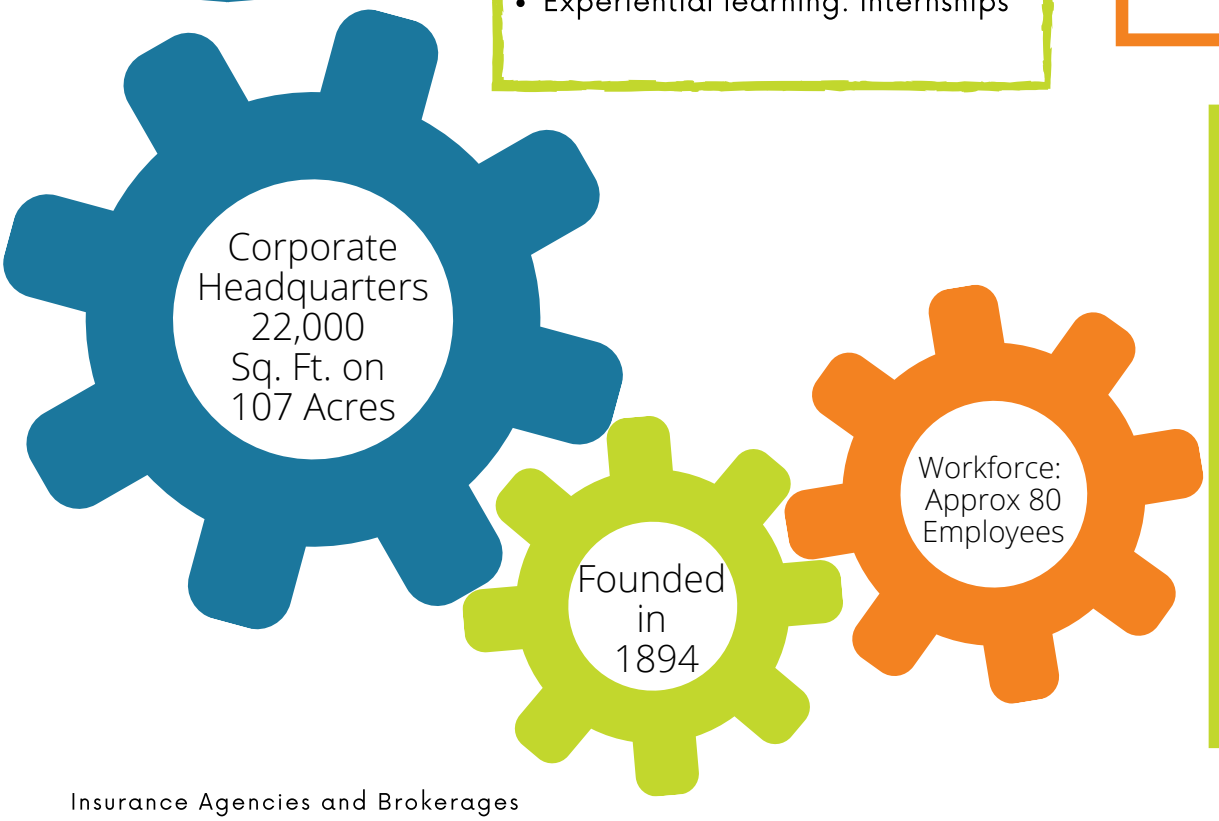
- Work together as a team
- Value respect for each other and personal integrity
- Encourage and support work-life balance

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **www.gleanerlife.org/careers/**
- Experiential learning: Internships

LENAWEE GOODS AND SERVICES

- Member-owned non-profit fraternal benefit society
- Provides financial security solutions to members through life and annuity products



Our mission is to help our members build financial security for themselves and their family as they go through every stage of life, while providing member benefits, volunteer opportunities and community support.

ENTRY LEVEL QUALIFICATIONS

- Generally, administration, quality assurance and call center positions are entry level
- Don't typically require a degree, but they are preferred
- Insurance industry experience or designations are a plus
- Customer service experience
- Care more about building a great team than about having the exact right education or niche experience

CAREER PATHS AND JOB TRACKS

Our structure is:

Employee
TO
Team Leader
TO
Manager
TO
Division Leader
TO
CEO

WORK/LIFE BALANCE

- Flexible work arrangements including varied hours and a 9-day flex
- Work from home arrangements
- Generous paid time off
- Volunteer time off
- Fun activities and wellness challenges

KAPNICK INSURANCE GROUP

www.Kapnick.com

WORKPLACE CULTURE

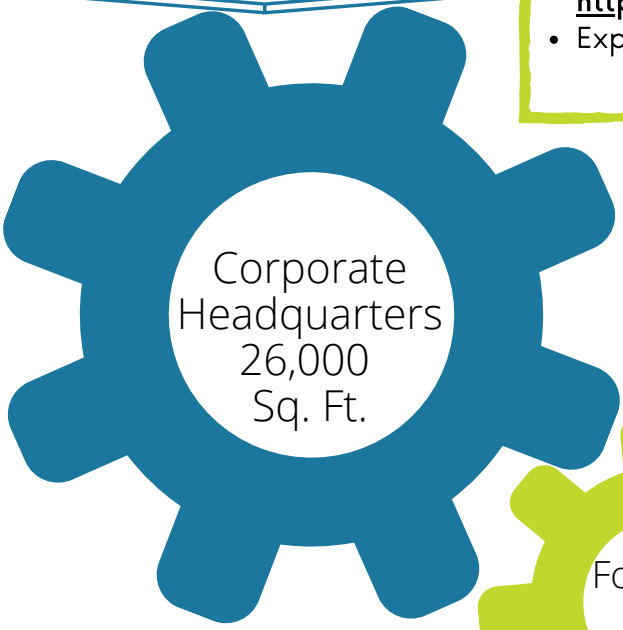
- Family atmosphere
- Caring for and supporting employee as they take care of their clients
- Create an environment where people value the ideas of others

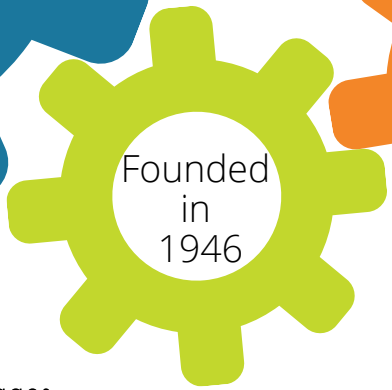
EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://Kapnick.com/Careers/**
- Experiential learning: Internships

LENAWEE GOODS AND SERVICES

- Offer business insurance, personal insurance (auto, home), and employee benefits
- Solutions for clients to make informed decisions to protect their companies and/or families from the unexpected future events





"Earning client loyalty through exceptional service and solutions.

Lenawee County

Manufacturing

ENTRY LEVEL QUALIFICATIONS

- Manufacturing applicants need a high school diploma or GED
- Information Technology positions are typically staffed through the internship program

CAREER PATHS AND JOB TRACKS

- Employees are encouraged to speak with the leadership team and share aspirations; this is how the career ladder begins
- Provide employees with on the job training, schooling, mentoring and other training to enhance their skills and experience to advance
- Promoting within company, current work performance, education, and skillsets are considered

WORK/LIFE BALANCE

- Promote healthy living
- Encourage efficient work and collaboration
- Encourage employees to be transparent with struggles/problems for solution assistance
- Encourage employees to use all PTO each year

WORKPLACE CULTURE

- Creating an environment based on respect, contribution, stability, and compensation is top priority
- Encourage employees to be honest, transparent and to live up to their potential in delivering the best products and services to customers

www.AdrianSteel.com

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://www.adriansteel.com/careers**
- Experiential learning: Internships

LENAWEE GOODS AND SERVICES

- Manufacture Contractor Grade products and storage solutions including: shelving, drawers, cabinets, partitions, ladder racks, aluminum toolboxes, and accessories
- Provide all the commercial van and truck equipment to make your vehicle work-ready

Facility Size 166,000 Sq. Ft.

Founded in 1953

Workforce: Approx 315 Employees

Doing it Right the First Time, Always Improving

ENTRY LEVEL QUALIFICATIONS

- Production positions require a high school diploma or GED. No formal certifications are required
- Maintenance positions, such as mechanics or electricians, require a high school diploma or GED, and may require other certifications
- Most technical positions, like chemists or engineers require a bachelor's degree at a minimum

CAREER PATHS AND JOB TRACKS

- Wide range of positions are available, including Sales, HR, Purchasing, Accounting/Finance
- Common for promoting internally
- Employer-provided training and cross-training
- Offers Tuition Reimbursement to rise within the company

WORK/LIFE BALANCE

Achieving a good work life balance is important for the well-being of our people.

WORKPLACE CULTURE

- Team environment
- Strong focus on safe, sustainable and environmentally friendly operation
- Globally competitive by continually improving, encouraging diversity, and improving the quality of life of customers and stakeholders

Anderson Development Company

www.AndersonDevelopment.com

LENAWEE GOODS AND SERVICES

- Almatex Acrylic Resins are used to protect the aluminum wheels on the car you drive
- Polyurethane Resins are used to make equipment more durable
- Custom Toll Manufacturing used in working with other companies to make their products more efficient
- High purity specialty boron materials are used in many drugs to heal the sick or to keep people healthy

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **http://andersondevelopment.com/careers/**
- Experiential learning: Specialized internships and apprenticeships, job shadowing

Headquarters in Adrian, MI

Founded in 1968

Workforce: Approx 120 Employees

"Anderson Development Company will be a global supplier of innovative specialty chemical products, striving for continual improvement in all of our operations. It is our goal to be personal, efficient, and responsive to our customers and employees. We will provide a team-oriented atmosphere while allowing for individual diversity among our employees.

ENTRY LEVEL QUALIFICATIONS

- Most common entry-point is as a Production Operator
- High school diploma or GED is appreciated
- Some relevant courses at the Tech Center and/or work experience may help with quicker advancement

CAREER PATHS AND JOB TRACKS

- Job training provided and offers 90% tuition reimbursement for related studies at a higher education institution or trade school
- Advancement is possible in Tecumseh or other Ervin Industries facilities, including management and administration positions

WORK/LIFE BALANCE

- Pay well and provide excellent benefits, offers employees the resources to help address health and happiness for self and family
- Does best to know employees personally and provide as much flexibility as possible to support their individual needs and accommodate special situations that may arise
- Most overtime is voluntary

WORKPLACE CULTURE

- Treat each other with respect
- No time clock and no micromanaging allowed
- Value and recognize both individual contributions and overall team performance
- Give employees the freedom to make decisions and fix problems
- Everyone pulls their own weight

ERVIN TECHNOLOGIES

www.ErvinIndustries.com

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://www.ervinindustries.com/careers**
- Experiential learning: Apprenticeships

LENAWEE GOODS AND SERVICES

Develops super alloys used in aerospace and commercial applications, highly technical metal powders, non-toxic shotgun shot, and frangible bullets.

Facility Size 107,000 Sq. Ft. on 15.5 Acres

Founded in 1991

Workforce: Approx 65 Employees

> *Committed to superior value, to meet or exceed our customers' expectations, and to a dedicated effort for innovative solutions.*

ENTRY LEVEL QUALIFICATIONS

- 3 of 5 employees have no degree
- Hire based off applicant's interest, aptitudes, and soft skills for what company needs
- Invest in employees with internal training

Basic classifications of work:

1. Production broaching (unskilled)
2. Tool (skilled)
3. Machine assemblers (skilled)

CAREER PATHS AND JOB TRACKS

- Cross-training and other training to improve skills
- Increased skills allow employees to move up, make more money
- If openings are available, can move to a different department or corporate office

WORK/LIFE BALANCE

- Primarily 1st Shift work, limited overtime
- Paid vacation and paid time off
- Work with employees when situations require some flexibility

GBC
GENERAL BROACH COMPANY

www.GeneralBroach.com

WORKPLACE CULTURE

- Big family/ teamwork culture
- Workers know each other
- Employees and company support the local communities and schools

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Temp agencies/Secondary and Higher education/local Job Fairs
- Experiential learning: Co-ops

LENAWEE GOODS AND SERVICES

Offers wide range of broaching tool services to the metalworking industry.

Facility Size 88,000 Sq. Ft. [2 sites in Morenci]

Founded in 1942

Workforce: Approx 50 Employees

> *Our mission is to design, manufacture and deliver high quality broaching products and services, which meet or exceed the unique needs and expectations of each customer. By doing this, we have successfully built a solid foundation of providing value to them. We will accomplish this by managing our business with integrity and the highest ethical standards, while being socially responsible with emphasis on the well-being of our employees, their families and, our sales associates around the world and the communities we serve.*

CAREER PATHS AND JOB TRACKS

- Entry-level Operators primarily trim flash, gates
- Production learn more processes to progress to a higher level in the company
- Management and Administration, Engineering and Sales opportunities located at the Troy, MI office
- Offer training programs, promote from within and encourage employees to expand their capabilities/enhance their income potential

ENTRY LEVEL QUALIFICATIONS

- Basic math skills
- Some knowledge of CNC machining/ computerized controls is helpful
- Good work ethic and attitude
- Operators need dexterity and good hand-eye coordination

WORK/LIFE BALANCE

- Pride in flexible work environment and attention to employee needs
- Support employee's freedom to participate in activities they enjoy once they leave the premises

glov ENTERPRISES

www.GloveLLC.com

WORKPLACE CULTURE

Promotes a family style culture.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Recruiters, Job Boards, and Temp Agencies
- Experiential learning: Not at this time

LENAWEE GOODS AND SERVICES

Offers a cost-effective environment to achieve a multitude of customer requirements through our long-standing global experience in plastics manufacturing and our capability to design, engineer, prototype, and tool products.

Facility Size 56,000 Sq. Ft.

Founded in 2011

Workforce: Approx 72 Employees

"To provide a profitable and safe work environment that allows GLOV & it's employees to continue to grow within our community and industry while serving our customers' needs and expectations.

ENTRY LEVEL QUALIFICATIONS

- Entry-level Manual Machinists and CNC Machinists
- Some machining experience is helpful, but not necessary
- Training on most machine centers is provided internally
- Math skills, ability to read blueprints, detail-oriented, and willingness to work a 40-hr. week, with overtime are plusses

CAREER PATHS AND JOB TRACKS

- Employs Engineers, Technical/Sales Engineers, office and supervisory staff
- Career advancement can be achieved through internal training and/or cross training toward a higher-paying position
- Company has several exceptionally talented and valuable employees with GEDs and high school diplomas who have worked their way up to CNC programming, Machinist, Inspector/Quality Control and other high-paying jobs

WORK/LIFE BALANCE

Trying to provide flexible scheduling

GLYCON

www.Glycon.com

WORKPLACE CULTURE

Family-oriented

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Online Job Boards
- Experiential learning: Occasionally internship and job shadowing

LENAWEE GOODS AND SERVICES

Meltstream components for plastics processors:

- DM2™ High Performance Feedscrews
- Barrier Screws
- General Purpose Screws
- The QSO® Quick Shut-Off Valves
- Feed Throat repair services and manufactured components
- Tie Bars (steel)
- End Caps and Nozzles
- Barrels (injection molding, blow molding, extrusion)
- Feedscrew repairs, rebuilds

24,000 Sq. Ft. in primary building containing offices & manufacturing; 3,200 Sq. Ft. of storage and lab facilities

Founded in 1978

Workforce: Approx 30 Employees

To consistently provide the appropriate resources that allow our employees to achieve personal and professional growth. Through teamwork and effective leadership, we will attain the highest standards for quality and performance.

ENTRY LEVEL QUALIFICATIONS

- General labor, manufacturing experience preferred
- Passion for cars is appreciated
- Ability to use a tape measure and follow quality specifications
- Attention to detail, dependable, punctual, get along well with coworkers

CAREER PATHS AND JOB TRACKS

- There are advancement and career opportunities in jobs ranging from administration to production, including management, finance, HR/Quality/Safety, Purchasing, Sales, Marketing, Tech Support, CNC Machining & Programming, Builder (builds finished columns), materials management, and shipping/receiving
- Frequently trains employees who demonstrate commitment, ability, and interest/willingness to learn new and/or higher-level skills

WORK/LIFE BALANCE

- At times, if production supports, hours can be adjusted to accommodate certain situations
- Overtime in most cases, will be no more than 10 hours a day
- Saturdays on occasion, in most instances, not mandatory
- Appreciate employees and work hard to make sure there is good morale

WORKPLACE CULTURE

- Car enthusiasts that have a passion for the work performed
- Pride in the quality of our products and the fact there they are Made in America
- Close knit workforce with a "family-like" culture

IDIDIT

www.IdiditInc.com

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Apply direct to hr@ididit.com, MI Talent Connect/Indeed
- Experiential learning: Internships and apprenticeships (paid and leading to a Journeyman's Card)

LENAWEE GOODS AND SERVICES

Manufactures steering columns for street rods, muscle cars, golf carts, tow motors at airports, UTVs/ATVs, and more.

Facility Size 35,000 Sq. Ft.

Founded in 1986

Workforce: Approx 40 Employees

Quality is not only what we do, it's who we are!

ENTRY LEVEL QUALIFICATIONS

- Light mechanical ability
- Ability to read and record gauges
- Basic addition and subtraction math skills
- Four 10-hr. shifts per week, plus overtime when needed

CAREER PATHS AND JOB TRACKS

- Entry-level Operators learn Machining, Press Lead, and/or Welding Lead positions as growth and promotion opportunities
- Promote within company whenever possible
- Employs Quality Technicians with Tool & Die experience and Quality Engineers
- Partners with Jackson Area Manufacturers Association (JAMA) to train/upskill workers

WORK/LIFE BALANCE

- Offer 4 day weeks and overtime is not mandatory
- Allow select departments and Operators for certain machines to work a flexible schedule
- Have offered later start time, partial shifts, part time, or working a Tuesday through Friday schedules instead of the standard Monday through Thursday schedule
- Employees that need to take extended time off are allowed to do so and return to work when they are ready at the same or comparable job without the loss of pay rate, vacation/PTO time, or other negative marks

WORKPLACE CULTURE

- Small family company
- Employees are not a number, and treat everyone with the respect they deserve
- Managers are willing to work the lines or getting dirty improving and investigating processes
- Passion for parts made and take pride in what is done

KECY METAL TECHNOLOGIES
AN ARC GROUP WORLDWIDE COMPANY

www.KecyMetals.com

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **http://www.kecymetals.com/careers/**
- Experiential learning: Job shadowing and internships

LENAWEE GOODS AND SERVICES

Leading manufacturer of precision metal stampings, robotic and resistance welding, component assemblies, and fuel system tank floats.

Facility Size
Hudson, MI
84,000 Sq. Ft.
Wauseon, OH
94,000 Sq. Ft.

Founded in 1988

Workforce: Approx 94 Employees

We will grow our partnerships by delivering quality, on time, cost effective, manufacturing solutions utilizing technology, innovation, customer service, and teamwork.

ENTRY LEVEL QUALIFICATIONS

- High school diploma or GED required and manufacturing or machine use experience desired
- Pack/Sorter
- Machine Repair Technician
- Technical Inspector
- Building Maintenance
- Screw Machine Operator

CAREER PATHS AND JOB TRACKS

Opportunities to advance to the highest positions for which they can qualify.

WORK/LIFE BALANCE

- Strive to maintain a 40-48-hr. work week
- Developing non-routine work schedules

WORKPLACE CULTURE

- Family-friendly values for employees
- Supportive and respectful
- Promotes a team-based environment strengthened through collaborative effort, continuous learning, and personal growth

RIMA

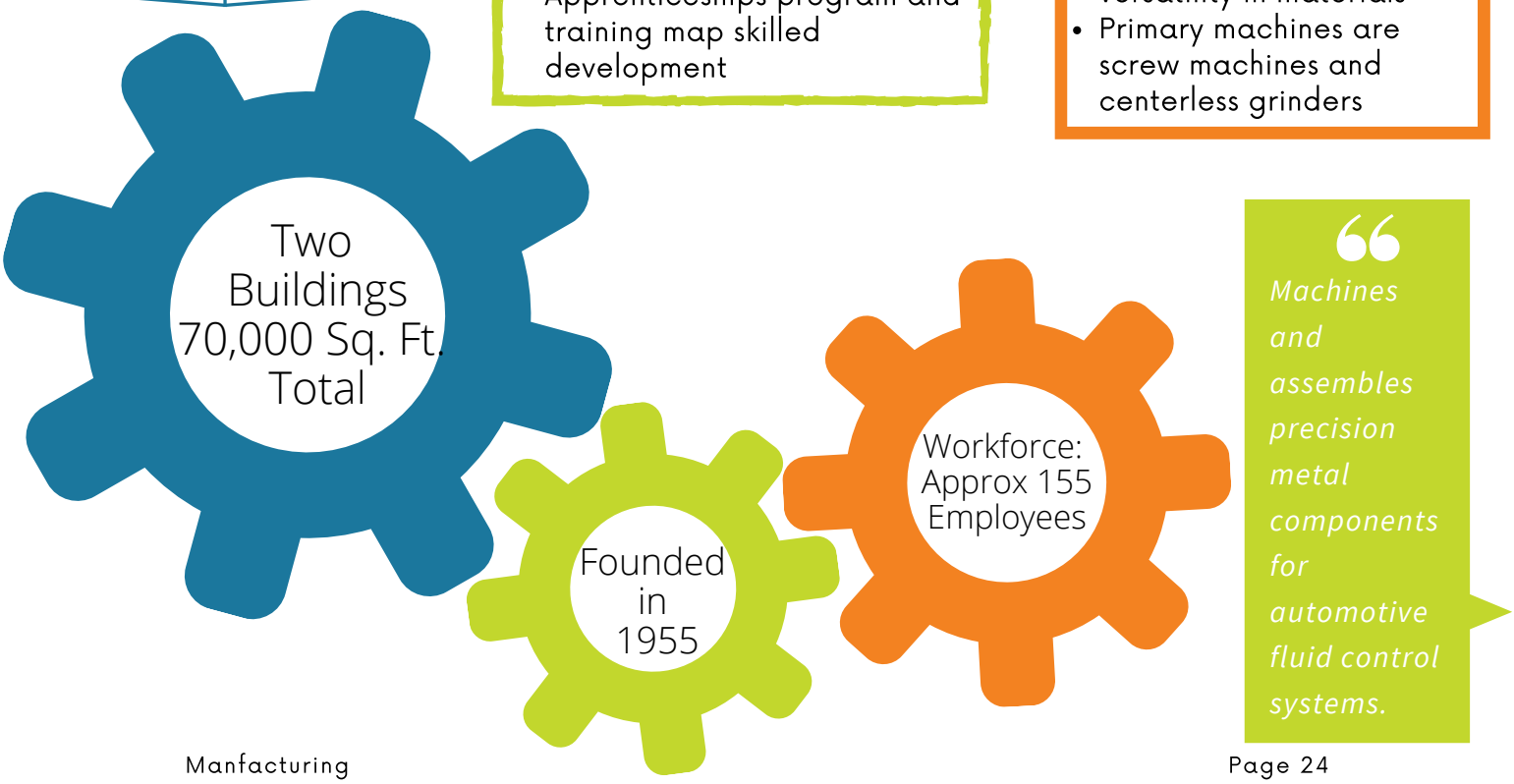
www.RimaMfg.com/

EMPLOYMENT AND EXPERIENTIAL LEARNING:

- Contact HR directly at hr@rimamfg.com
- Experiential learning: Apprenticeships program and training map skilled development

LENAWEE GOODS AND SERVICES

- Custom Contract Machining: Specializes in high volume, precision turned products, with versatility in materials
- Primary machines are screw machines and centerless grinders



Machines and assembles precision metal components for automotive fluid control systems.

CAREER PATHS AND JOB TRACKS

- Eager to train and pay a portion of additional education or certifications for employees willing to learn and put forth the effort
- Plenty of upward mobility opportunities available as skills and experience increase including:
  - Press Operator
  - Welding: Production MIG and TIG
  - Machining: Mill and Lathe Operator
  - Tool and Die Makers
  - Assembly and Paint
  - Quality Personnel

ENTRY LEVEL QUALIFICATIONS

- Most new hires come right from high school (diploma or GED) and start as a General Laborer
- Candidates with no manufacturing experience are welcome to apply

WORK/LIFE BALANCE

Off-site childcare if employees have interest or childcare cancellation.

ROSS DESIGN & ENGINEERING

www.RossDesign.net

WORKPLACE CULTURE

- Open communication
- Teamwork in keeping production flowing as smoothly and consistently as possible

LENAWEE GOODS AND SERVICES

Tier 1 OEM supplier producing premier industrial Material Handling components, and currently supplies the global industry top of the line Casters and Material Handling Forks.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **http://www.rossdesign.net/employment/**
- Experiential learning: Apprenticeships and Internships

Three Locations 67,500 Sq. Ft. Total

Founded in 1989

Workforce: Approx 81 Employees

"Delivers lasting business value to clients by supplying high quality products through efficient vertical integration with design expertise.

ENTRY LEVEL QUALIFICATIONS

- High school diploma (GED) is the main education requirement
- Limited number of management/administration positions require college
- Production employees are trained to run all machines and (after cross-training is completed) employees switch machines every two weeks

CAREER PATHS AND JOB TRACKS

- Employees can progress within the company through tenure, experience, performance, additional training and education
- Many people hold multiple jobs throughout the plant
- Working as a team to improve performance and efficiencies, individual employees benefit from profit sharing

WORK/LIFE BALANCE

- Operates plant on a four-day work week
- Paid holidays and multiple weeks of vacation based on tenure
- Excellent health benefits

SEDCO PRIMORE

www.Sedco-Prv.com

WORKPLACE CULTURE

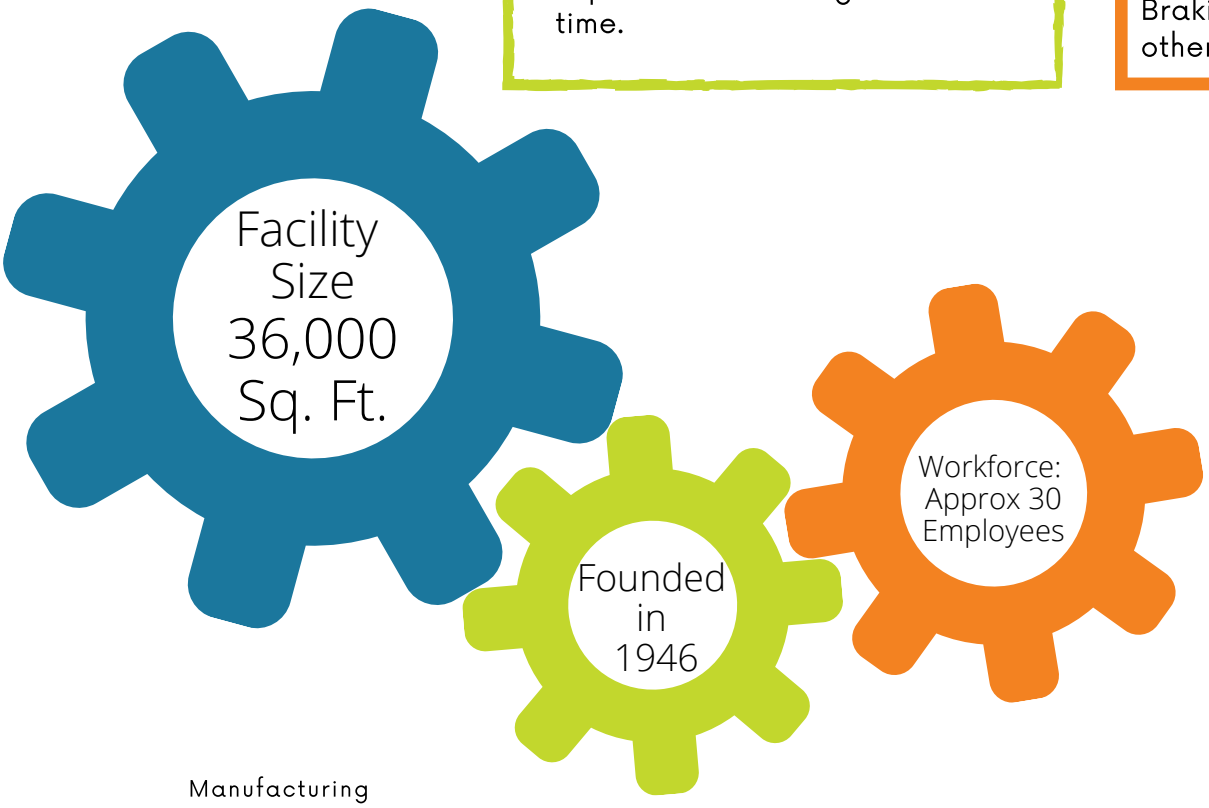
Employees are treated like family.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Temp agency/Online Job Boards
- Experiential learning: Not at this time.

LENAWEE GOODS AND SERVICES

Primarily focus on the design and manufacture of Pressure Relief Valves for Hermetic Compressors and Automotive Air Conditioning Systems as well as Pneumatic and Hydraulic Systems for Braking, Steering and other Vehicle Systems.



To continue the growth and expansion at SEDCO by providing our customers with timely deliveries of quality products at competitive prices. To foster harmonious employee relations and to encourage employee participation, cooperation, and teamwork. To ensure fair and equitable compensation and to provide better employment opportunities for all employees.

CAREER PATHS AND JOB TRACKS

- Promote from within where possible
- Opportunity to pursue jobs at other Evonik sites in U.S. and abroad

ENTRY LEVEL QUALIFICATIONS

- High school diploma required and chemical manufacturing experience desired
- Process Operators
- Laboratory Operators
- Shipping/Receiving Operators

WORK/LIFE BALANCE

- Empowers employees to strike the right balance between professional and private life
- Provides attractive benefits including a paid time off (PTO) policy to use as needed

Silbond®

Part of EVONIK Leading Beyond Chemistry

www.Silbond.com

WORKPLACE CULTURE

- Open mind
- Flexible attitude
- Respected/encourgement of individual needs and personal goals

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://careers.evonik.com**
- Experiential learning: not currently offering

LENAWEE GOODS AND SERVICES

Manufactures Dynasylan® Silbond® tetraethyl orthosilicate (TEOS)-based products. Applications of this include manufacture of semiconductors, coatings, and investment castings in addition to chemical processing.

Over 200 acres in Weston, MI

Founded in 1994

Workforce: Approx 60 Employees

> *Evonik: Smart Materials Division - We find solutions for the needs of today and tomorrow.*

ENTRY LEVEL QUALIFICATIONS

Requires some previous experience in the industry.

- High school diploma/ GED
- Listening and problem solving
- Positive attitude
- Computer skills
- Ability to collaborate

Other key experience/skills needed: ·

- Office – Customer Relations, computer·
- Production – Mechanical and computer (in that order)

CAREER PATHS AND JOB TRACKS

Interested in working for a small, entrepreneurial company with the potential to become a shareholder.

WORK/LIFE BALANCE

Caring about each employee and offering ways for each to achieve personal life balance.

SPECTRUM PRINTERS, INC.

www.SpectrumPrinters.com

WORKPLACE CULTURE

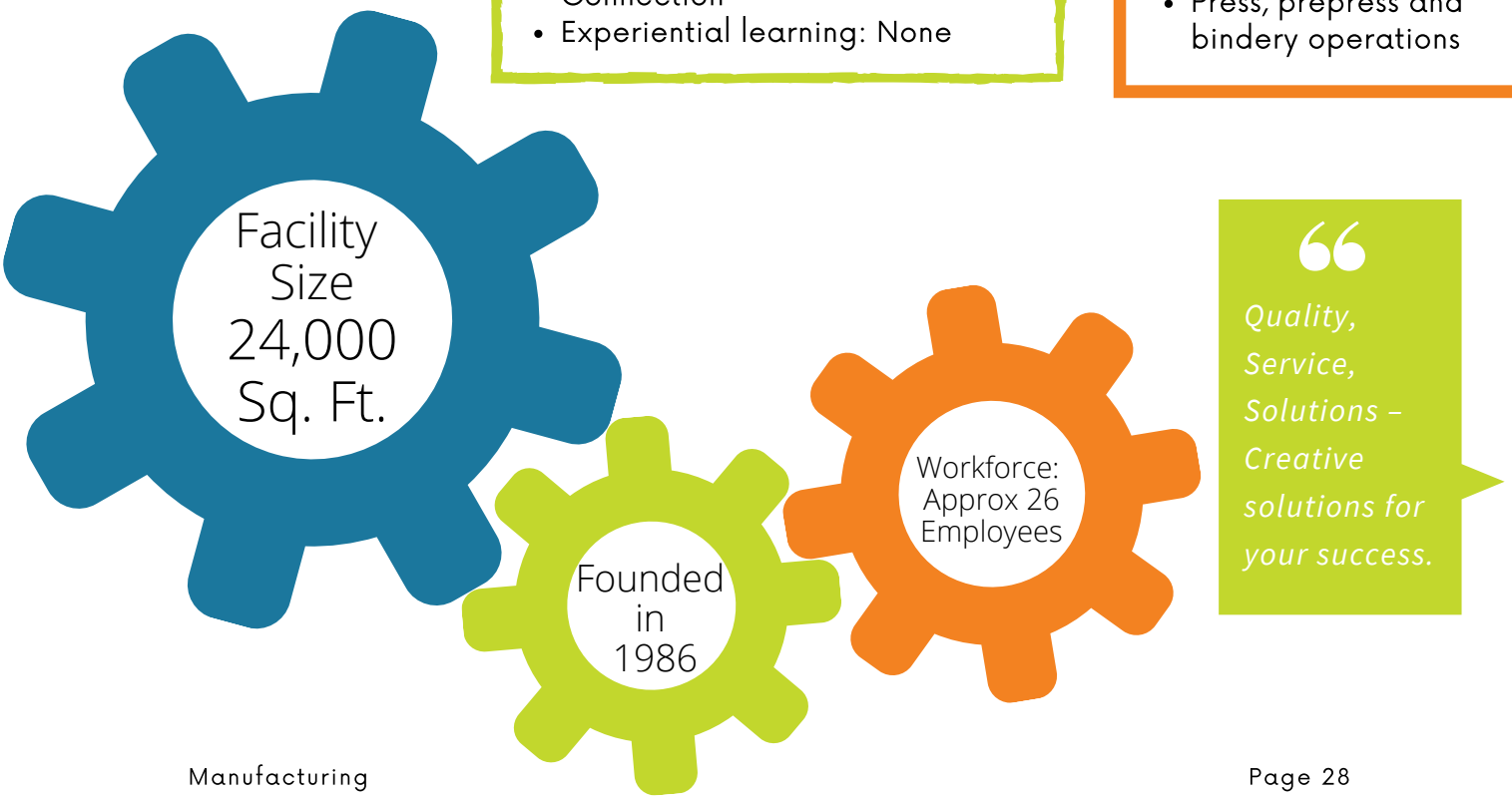
Family atomsphere

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Word-of-mouth from our existing employees/Michigan Talent Connection
- Experiential learning: None

LENAWEE GOODS AND SERVICES

- Commercial sheet-fed color printing and digital short-run and variable printing services
- Press, prepress and bindery operations



Quality, Service, Solutions – Creative solutions for your success.

ENTRY LEVEL QUALIFICATIONS

- Seek talented, innovative people with a passion for nutrition
- Independent thinkers who can communicate and collaborate
- Job opportunities are very diverse and require a wide range of qualifications and capabilities

CAREER PATHS AND JOB TRACKS

- Hire all levels, from beginner to highly skilled experts
- Train and promote from within

WORK/LIFE BALANCE

- Support individual work-life balance needs and goals
- Employees are valued!

WORKPLACE CULTURE

- Contribute to changing the value in/of people's lives – for employees and customers
- Employees are treated with respect and dignity
- Work in clean and safe facilities
- Enjoy sharing nutritional knowledge and education with teams
- Practice teamwork and recognize the contributions of all individuals

UCKELE® HEALTH & NUTRITION

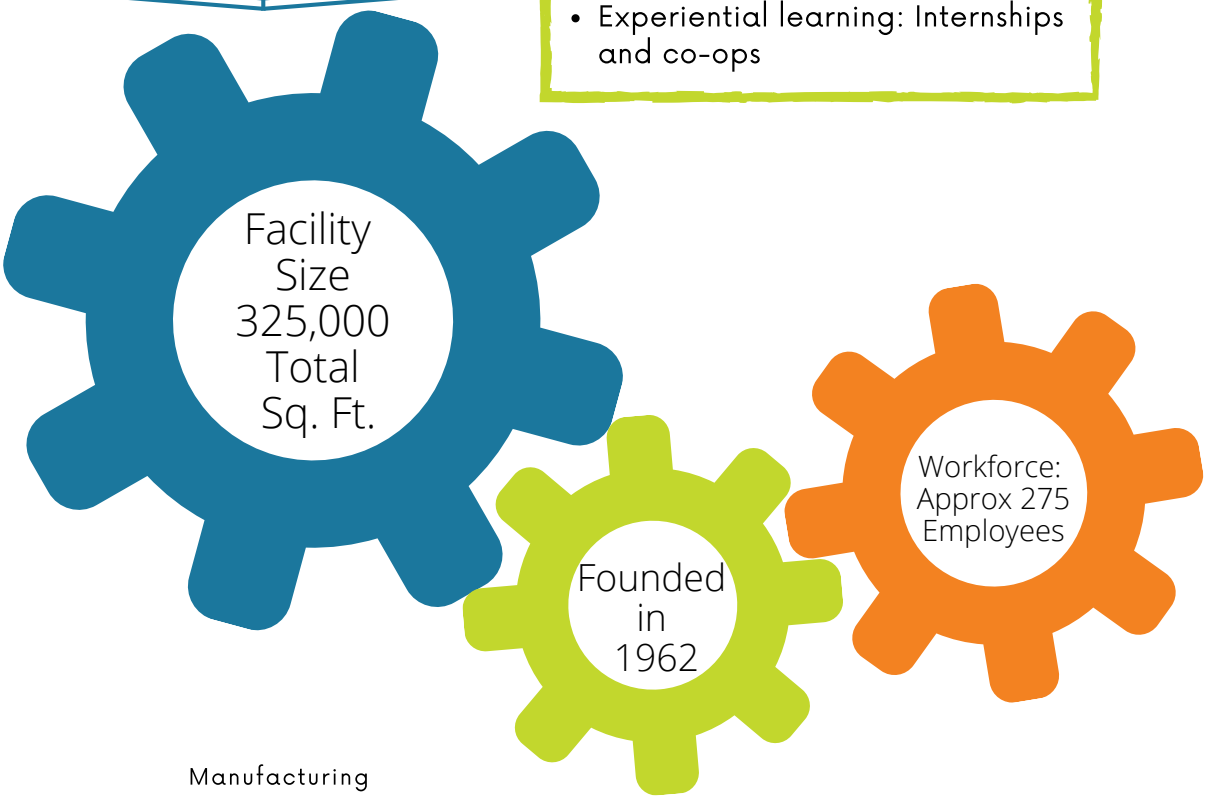
www.Uckele.com

LENAWEE GOODS AND SERVICES

Formulate and manufacture the best dietary products/ nutritional supplements on the market for animals and humans.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://uckelecorp.com/careers-and-openings/**
- Experiential learning: Internships and co-ops



> *Making people and their animals healthier.*

ENTRY LEVEL QUALIFICATIONS

- Looking for workers with a quality-mindset – with and without experience
- People who take pride in making things with their own hands and enjoy being/becoming a true craftsman
- Can train from where people come into company up to the highest-level skills they want to reach

CAREER PATHS AND JOB TRACKS

- Love to promote from within
- Offer opportunities for advancement and more responsibility
- Employees can start in rough saw operations and earn their way into being a Team Leader, a Molder (CNC Milling) or operating different tech equipment

WORK/LIFE BALANCE

40-hr. work week.

V3 by Schafer

www.V3-usa.com

WORKPLACE CULTURE

- Family-oriented
- Provide a positive work environment
- Value every employee

LENAWEE GOODS AND SERVICES

Take hardwood lumber from rough to craft into fine hardwood flooring.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal:Walk-ins, Job Fairs, Schools and TECH Center referrals, Online Job Boards
- Experiential learning: Hire 1-2 college students each summer

"Our high standards ensure your V3 floor will exceed your expectations.

Facility Size 30,000 Sq. Ft.

Founded in 1981

Workforce: Approx 30 Employees

ENTRY LEVEL QUALIFICATIONS

- All positions require at least a high school diploma or GED equivalent
- Some entry level positions include Scale House Operator, Shipping & Receiving Operator and Process Operator

CAREER PATHS AND JOB TRACKS

- Offers competitive pay and rewards
- Large selection of computer-based and classroom training and development to help employees grow their skills and knowledge
- Career in a broad range of operations and jobs starting in Lenawee County, other U.S or international sites·
  - Accounting and Finance
  - Administrative Professionals
  - Engineering
  - Human Resources
  - Information Technology/Services
  - Legal
  - Marketing and Trading

WORK/LIFE BALANCE

- Believes employee development is driven by both organizational and individual needs
- Employees are given numerous resources to advance their careers, realize personal enrichment and achieve success

WORKPLACE CULTURE

- Promotes a caring and committed culture that makes everyone feel like they're truly part of a team
- Offer opportunities for personal growth promoting employees as the heart of success

Valero renewables Riga

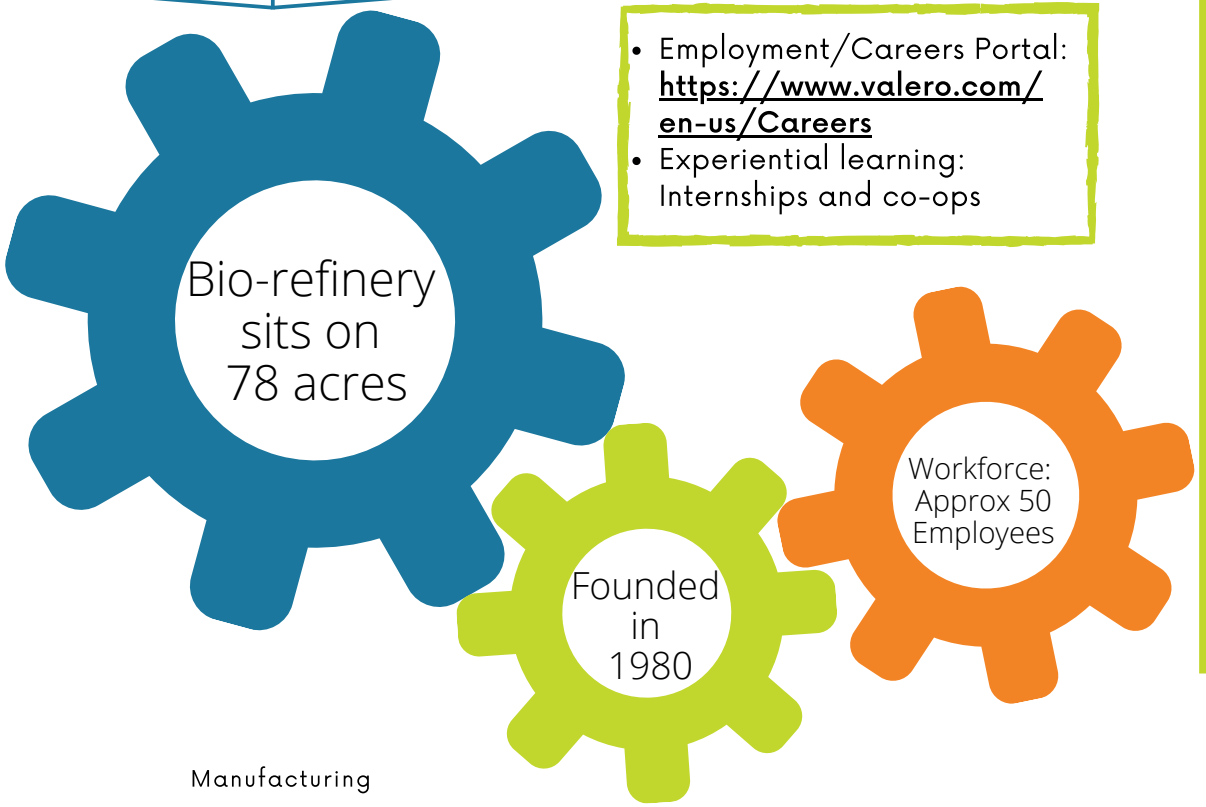
www.Valero.com

LENAWEE GOODS AND SERVICES

Riga plant is a bio-refinery producing ethanol and distiller grains. Ethanol is an environmentally friendly, high-octane renewable fuel.

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: **https://www.valero.com/en-us/Careers**
- Experiential learning: Internships and co-ops



"Valero will be the premier manufacturer, distributor and marketer of quality transportation fuels and petrochemical feedstocks, while serving the needs of our employees, communities and stakeholders. We are committed to the following Guiding Principles; Safety, Environment, Community, Employees, Stakeholders.

ENTRY LEVEL QUALIFICATIONS

- Prefer applicants have at least a high school diploma or GED
- Training is provided
- An entry-level employee is trained to be a Production Technician
- Another entry to mid-level skilled trade position is a Production Maintenance Technician

CAREER PATHS AND JOB TRACKS

- Offer shift lead pay to a staff member who has proven to be a leader
- Well-qualified candidates can be considered for Maintenance Technician positions
- Like to promote employees from within into new roles as they become available

WORK/LIFE BALANCE

Rotating Schedules – Production and Lab run 24x7. 12-hr. rotating shifts pattern is "3-2-2" Meaning, 3 days on, 2 days off, 2 days on, 3 days off...

LENAWEE GOODS AND SERVICES

- Leader in the renewable/bio-based refining industry
- Produce high volumes of top-quality biodiesel, technical grade glycerin as well as other bio-based chemicals and lubricants.
- All products are proudly made in the USA!

W2FUEL

TURNING WASTE INTO ENERGY

WORKPLACE CULTURE

- Team-oriented
- Cross-trained
- Well established to reach goals and provide a quality working experience

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Employee referrals, Temp Services/Recruiters, Online Job Boards
- Experiential learning: Internships

"Our goal is to provide the finest-quality products to our customers; and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, we ensure they will continue to do business with us and will recommend us to others."

Headquarters 25,000 Sq. Ft.

Founded in 2011

Workforce: Approx 22 Employees

ENTRY LEVEL QUALIFICATIONS

- Hire new team members according to qualifications, performance, potential and drive to succeed
- Typical job categories hire frequently:
  - Chemical Operator
  - Production Scheduler
  - Logistics Clerk
  - Customer Service Representative
  - Chemists and Chemical Engineers

CAREER PATHS AND JOB TRACKS

- Team members have opportunities to grow, both professionally and as individuals
- Fostering strengths and performance through challenging tasks and targeted advanced training programs
- Provide team members attractive compensation and promotion prospects
- Offer a wide range of career opportunities in Natural Sciences, Chemistry, Chemical Engineering, Mechanical Engineering, Electrical Engineering, Manufacturing, Maintenance Mechanics, Chemical Operators, Supply Chain, Logistics, Research & Development, Business Administration, Technical Sales & Marketing, Finance & Accounting, Human Resources, Environmental Health, Safety and Security

WORK/LIFE BALANCE

- Place great importance on offering team members a variety of choices
- Arrange flexible hours as corporate workflows allow
- Consider the needs of team members with family obligations, offering suitable support (i.e., returning to work after parental leave)

WORKPLACE CULTURE

- Learn from one another by listening to what team members have to say
- Ask for and provide constructive feedback
- Personal respect, appreciation, and recognition of good performance

WACKER

www.Wacker.com

EMPLOYMENT AND EXPERIENTIAL LEARNING

- Employment/Careers Portal: Apply direct at **https://jobs.wacker.com/**
- Experiential learning: Apprenticeships, Internships, and Rotation Programs

LENAWEE GOODS AND SERVICES

- Manufacture and supply a diverse range of industries with silicone raw materials, fluids, and emulsions as well as developing new business areas such as specialty silicones for wound dressings
- Conduct applied research on functional ingredients for food and dietary supplements

Campus of 60 buildings: 520,000 Sq. Ft. on 250 acres

Founded in 1964

Workforce: Approx 550 Employees in Michigan

Creating Tomorrow's Solutions

Employee Benefits Matrix

Company Name	Benefit Type									
	Health Insurance	Dental Insurance	Vision Insurance	Prescription Insurance	Life Insurance	Paid time off (vacation/sick)	Overtime	Experiential learning (co-op, intern, appren)	Retirement (401K/403B/ pension)	Tuition Reimbursement
Automotive Sales										
Clift Buick GMC	X	X	X	X	X	X	X	X	X	X
Knapp Chevrolet Buick	X	X	X	X	X	X	X	X	X	N/A
Food Service										
Sodexo	X	X	X	X	X	X	X	X	X	X
Healthcare										
ProMedica	X	X	X	X	X	X	X	X	X	X
Insurance Agencies & Brokerages										
Gleaner Life Insurance Society	X	X	X	X	X	X	X	X	X	X
Kapnick Insurance Group	X	X	X	X	X	X	X	X	X	N/A
Manufacturing										
Adrian Steel Company	X	X	X	X	X	X	X	X	X	X
Anderson Development Company	X	X	X	X	X	X	X	X	X	X
Ervin Technologies	X	X	X	X	X	X	X	X	X	X
General Broach Company	X	X	X	X	X	X	X	X	X	X
GLOV Enterprises LLC	X	X	X	X	X	X	X	N/A	X	X
Glycon Corporation	X	N/A	X	X	X	X	X	X	X	X
IDIDIT, Inc.	X	X	X	X	X	X	X	X	X	X
KECY Metal Technologies	X	X	X	X	X	X	X	X	X	N/A
Rima Manufacturing Company	X	X	X	X	X	X	X	X	X	N/A
Ross Design and Engineering	X	X	N/A	X	X	N/A	X	X	X	X
SEDCO Division of Primore, Inc.	X	X	X	X	X	X	X	X	X	X
Silbond/Evonik Corporation	X	X	X	X	X	X	X	N/A	X	X
Spectrum Printers, Inc.	X	N/A	N/A	N/A	N/A	X	X	N/A	X	N/A
Uckele Health and Nutrition	X	X	X	X	X	X	X	N/A	X	X
V3 by Schafer Hardwood Flooring Company	X	N/A	N/A	X	N/A	X	X	N/A	X	N/A
Valero Renewables Riga	X	X	X	X	X	X	X	N/A	X	X
W2 Fuel LLC	X	X	X	X	X	X	X	X	X	N/A
WACKER Chemical Corporation	X	X	X	X	X	X	N/A	X	X	X

Benefits vary based on individual positions
Content updated: September 2020
Please visit AlignLenawee.org for the most current matrix

How to Get Started

It's really that easy! We offer services to individuals who are currently underemployed, unemployed or looking for a career change. Our unique approach provides access to customized services that have been developed to help you transition into a quality career.

Step 1: Visit www.mwse.org/contact-us and answer 6 simple questions. This will help us make sure we connect you to the right person, the first time.

Step 2: Check your email and voicemail. A knowledgeable team member will connect with you.

Step 3: Begin your journey to a better future!

Services Include:

- Customized approach to your career plan including a one-on-one partnership with our expert Career Advisors
- Learn what career fields are growing, explore different career paths and connect with local employers for hands-on training

Sample Cover Letter

SALLY SAMPLE
123 Fake Street, Hillsdale, MI 49242
517-555-5555
sallysample@email.com

December 1, 2020

Attention: Jane Doe
ABC Company
123 Street
City, ST 44444

Dear Jane,

First Paragraph: State the reason you are writing. State the name of the position for which you are applying. State where you learned of this opportunity.

Second Paragraph: Be specific about why you are interested in the position. Briefly summarize your work experience and strongest qualifications. Remember to consider this from the employer's viewpoint (refer to your job posting as a reminder of what skills they are looking for). Show what you have to offer the employer.

Third Paragraph (optional): State your educational achievements as related to the position. Mention a program you are working toward in school and the skills that you are learning there.

Closing Paragraph: Highlight two or three personality strengths. Declare your interest in an interview. State a telephone number where you may be reached.

Sincerely,

Sally Sample

Sample Resume

SALLY SAMPLE
123 Fake Street, Hillsdale, MI 49242
517-555-5555
sallysample@email.com

OBJECTIVE

Friendly and outgoing applicant seeking an entry-level position with a marketing firm.

RELEVANT SKILLS

- This is where you will list your skills for this category… be specific! Don't list just one or two words.
- Make sure you have at least 3-5 bullets for each skill category that you create.
- These categories and skills should be relevant to the type of job you are applying for.
- Employers will not assume that you know how to do something that you have not listed.
- Be sure to list any skills that they would be interested in. 3-5 bullets will also need to be listed here if you add more than one category

EDUCATION

Multimedia and Marketing Program Certificate (pending completion) — September 2014 – May 2016
Hillsdale Area Career Center, Hillsdale, MI

High School Diploma (pending completion) — September 2012 – May 2016
Hillsdale High School, Hillsdale, MI

WORK HISTORY

Cashier, McDonald's, Hillsdale, MI — May 2014 – Present

- Take customer orders and accept payments
- Able to operate a cash register, count back change, and issue receipts
- Provide excellent customer service by making sure each order is filled accurately

VOLUNTEER EXPERIENCE

Hillsdale Community Health Center, Hillsdale, MI — July 2014 – September 2014

- Greeted guests at the reception desk and answered incoming phone calls

HONORS AND AWARDS

- Honor Roll, Hillsdale High School — September 2014

Michigan Works! Southeast is an Equal Opportunity Employer/Program | Auxiliary aids and other accommodations are available upon request to individuals with disabilities | Supported by the State of Michigan | Paid for with State / Federal Funds | Proud Partner of the American Job Center Network | Toll-free telephone number 1-800-285-WORK (9675) | TTY: 7-1-1

MICHIGAN WORKS! SOUTHEAST

Interview Tips

How do you get an interview? 1.
- Complete an Application
- Submit a Cover Letter
- Construct a winning Resume
- Network with people in the field or company

Day of the interview: you're dressed and ready to go, now what? 2.
- Show up 15 minutes earlier than your scheduled appointment time
- Offer a professional greeting / shake hands with everyone you meet
- Smile, sit up straight, relax, and appear interested in the conversation

What should you do to prepare for an interview? 3.
- Review the job posting for keywords and match your skills to the posting
- Research the company (website, newspaper, etc.)
- Make copies of your resume for each interviewer on the panel
- Practice your interview skills with others and in front of a mirror
- Rehearse a personal sales pitch about who you are and what you have to offer this company
- Practice your handshake
- Practice answering and asking questions
- Dress for success (one step better than daily wear for the job)

Questions & Answers 4.
- Different types of interview questions
  - Traditional - simple answers
  - Behavior based – use the STAR method to help you answer
    - S – Situation (describe the circumstance)
    - T – Task (explain the task)
    - A – Action (share the actions you took)
    - R – Result (provide the results)
- Tell me about yourself… This question should include information found in your resume and about your skills, not personal and family
- Answer questions with more than one word responses
- Participate in the conversation
- Ask questions about the job and the company, not about salary or benefits

Close the interview 5.
- Know what the next step in the process is (ask if it has not been discussed)
- Thank interviewers for their time
- Collect business cards
- Shake hands

Follow-up 6.
- Send thank you letter(s) to your interviewers sharing why you are the best person for the job
- Complete any tasks they may have asked you to complete (Ex. fill out and application, call next week, etc.)
- Call to follow-up
- Stay positive! If you are not offered the job, don't give up! Your next opportunity is right around the corner

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www.mwse.org
(844) 200-3206
TTY: 711

HOT JOBS - NON DEGREE

LENAWEE COUNTY

Careers	2019 Median Hourly Earnings	Projected 2026 Jobs	Projected Growth %	Education Required
Agricultural Equipment Operators	$22.00	45	13%	Less than High School
Animal Caretakers	$10.85	56	10%	Diploma or Equivalent
Carpenters	$18.42	294	1%	Diploma or Equivalent
Cement Masons and Concrete Finishers	$17.35	40	8%	Less than High School
Construction Laborers	$16.27	329	6%	Less than High School
Cooks, Restaurant	$12.77	340	9%	Less than High School
Farm Equipment Mechanics and Service Technicians	$17.02	32	23%	Diploma or Equivalent
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	$12.20	201	5%	Less than High School
Farmworkers, Farm, Ranch, and Aquacultural Animals	$10.98	80	4%	Less than High School
Firefighters	$13.99	43	8%	Post Secondary Non Degree
First-Line Supervisors of Construction Trades and Extraction Workers	$26.43	122	4%	Diploma or Equivalent
First-Line Supervisors of Non-Retail Sales Workers	$30.62	56	6%	Diploma or Equivalent
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	$20.96	89	9%	Post Secondary Non Degree
Home Health and Personal Care Aides	$13.42	1,057	20%	Diploma or Equivalent
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	$10.44	41	8%	Less than High School
Insurance Sales Agents	$22.48	345	8%	Diploma or Equivalent
Landscaping and Groundskeeping Workers	$11.77	321	2%	Less than High School
Licensed Practical and Licensed Vocational Nurses	$24.86	106	8%	Post Secondary Non Degree
Mobile Heavy Equipment Mechanics, Except Engines	$23.18	20	18%	Diploma or Equivalent
Musicians and Singers	$22.82	61	5%	Less than High School
Nursing Assistants	$15.71	300	2%	Post Secondary Non Degree
Operating Engineers and Other Construction Equipment Operators	$22.17	68	6%	Diploma or Equivalent
Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	$15.81	202	3%	Diploma or Equivalent
Plumbers, Pipefitters, and Steamfitters	$18.51	70	9%	Diploma or Equivalent
Rail Car Repairers	$36.01	23	28%	Diploma or Equivalent
Recreation Workers	$12.58	73	7%	Diploma or Equivalent
Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	$26.09	83	6%	Diploma or Equivalent
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	$28.84	251	2%	Diploma or Equivalent
Self-Enrichment Teachers	$18.54	93	8%	Diploma or Equivalent
Waiters and Waitresses	$10.15	655	2%	Less than High School

HOT JOBS - DEGREE

LENAWEE COUNTY

Careers	2019 Median Hourly Earnings	Projected 2026 Jobs	Projected Growth %	Education Required
Athletic Trainers	$17.91	26	8%	Bachelors
Chemists	$30.84	27	8%	Bachelors
Coaches and Scouts	$18.02	91	7%	Bachelors
Compliance Officers	$30.83	25	14%	Bachelors
Education Administrators, Postsecondary	$44.36	58	12%	Masters
Educational Instruction and Library Workers, All Other	$17.36	16	14%	Bachelors
Educational, Guidance, and Career Counselors and Advisors	$22.48	75	10%	Masters
Financial Managers	$46.88	84	8%	Bachelors
Graphic Designers	$21.02	42	5%	Bachelors
Interpreters and Translators	$18.48	18	29%	Bachelors
Librarians and Media Collections Specialists	$23.25	32	7%	Bachelors
Management Analysts	$40.29	69	10%	Bachelors
Market Research Analysts and Marketing Specialists	$25.24	77	15%	Bachelors
Occupational Therapy Assistants	$27.53	51	13%	Associates
Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other	$22.35	135	6%	Bachelors
Physical Therapist Assistants	$26.25	37	12%	Associates
Physical Therapists	$44.47	54	10%	Doctoral or Professional
Postsecondary Teachers	$39.79	214	21%	Doctoral or Professional
Public Relations Specialists	$25.23	35	9%	Bachelors
Software Developers and Software Quality Assurance Analysts and Testers	$44.18	49	14%	Bachelors
Speech-Language Pathologists	$38.65	38	12%	Masters
Substance Abuse, Behavioral Disorder, and Mental Health Counselors	$22.41	53	10%	Bachelors
Teaching Assistants, Postsecondary	$13.71	22	16%	Bachelors
Training and Development Specialists	$23.46	38	6%	Bachelors
Tutors and Teachers and Instructors, All Other	$18.31	63	7%	Bachelors

Thank You

For Your Support

LENAWEE COUNTY SCHOOL SYSTEMS
CAREER TECHNICAL EDUCATION (CTE)

Lenawee Intermediate School District

MICHIGAN WORKS! SOUTHEAST

For Your Investment

Chairman's Club Investors

Lenawee County
Michigan Economic Development Corporation
ProMedica
City of Adrian
City of Tecumseh
Lenawee Intermediate School District
Citizens Gas Fuel Company
Adrian College
Old National Bank
County National Bank
GreenStone Farm Credit Services
Premier Bank
Lenawee Community Foundation

For a complete list of investors visit LenaweeNow.org

President's Club Investors

Anderson Development Co.
Bank of Ann Arbor
Blissfield Manufacturing
Brazeway, Inc.
Consumers Energy
DTE Energy/NEXUS
Ervin Industries
Gleaner Life Insurance Society, Inc.
Jackson College
Kapnick Insurance Group
MI Works! Southeast
Siena Heights University
The Daily Telegram
Village of Blissfield
Wacker Chemical Corporation
Washtenaw Community College