

FREQUENTLY ASKED QUESTIONS

What is the difference between Corporate, Corporate Manufacturing, and Manufacturing positions?

Corporate positions are generally made up of our departments that work within the office environment. These opportunities include positions within Accounting & Finance, Customer Service, Human Resources, IT, Logistics, Marketing, Materials Management, R&D, and Sales departments.

Corporate Manufacturing positions are generally made up of our departments that work within both an office and production/facilities environment. These opportunities include positions within Engineering, Facility Maintenance, Machine Technicians, Quality Assurance, Receiving and Shipping departments.

Manufacturing positions are generally made up of our departments that work within the production environment and their benefits vary slightly based upon the Collective Bargaining Agreement. These opportunities include positions such as Fork Lift Drivers, General Laborer, Leads, Machine Operators, Mechanics, Mixers, Packers, and Palletizers.

How can I apply for Corporate positions?

Once on the careers homepage, click on the "Apply Here" link then you will then be able to search all Jel Sert openings. Look for the positions associated with the Corporate division. Additionally, from the careers homepage, scroll about a third of the way down and click on the "Corporate Opportunities" link and this will take you to a list of all open Corporate openings.

How can I apply for Corporate Manufacturing positions?

Once on the careers homepage, click on the "Apply Here" link then you will then be able to search all Jel Sert openings. Look for the positions associated with the Corporate Manufacturing division. Additionally, from the careers homepage, scroll about a third of the way down and click on the "Corporate Manufacturing Opportunities" link and this will take you to a list of all open Corporate Manufacturing openings.

How can I apply for Manufacturing positions?

Once on the careers homepage, click on the "Apply Here" link then you will then be able to search all Jel Sert openings. Look for the positions associated with the Manufacturing division. Additionally, from the careers homepage, scroll about a third of the way down and click on the "Manufacturing Opportunities" link and this will take you to a list of all open Manufacturing openings.

Does Jel Sert offer relocation assistance?

Jel Sert does not offer relocation assistance.

I already have a resume prepared, can I upload this resume?

Yes! Once you are ready to apply to a position it will prompt you upload from a file. Resumes can be submitted as a Word or PDF document. All files must be smaller than 10 MB in size.

Do I have to create an account to apply for a position?

Yes, you will need to create an account to apply for a position. This will allow your resume to be stored in our database, allow you to update your resume at any time and make applying to other positions in the future much easier.

Can I still apply to The Jel Sert Company, even if there isn't a specific position currently available that is of interest to me?

Jel Sert does not accept unsolicited resumes. It is recommended that you join our Talent Network in order to stay connected with the company and our future opportunities.

Can I be notified when a new opportunity becomes available?

Yes, simply click on "Our Talent Network," complete the form and then you will receive alerts with new job opportunities that match your interests, receive relevant communication and updates from our organization, and have the ability to share opportunities with family and friends through social media or email. Please keep in mind that by joining our Talent Network, you are not officially applying for a position with The Jel Sert Company.

I submitted an application, but I have not heard back.

Our recruiters do their best to get back to all applicants, as each is very important to us. If your experience corresponds to our minimum requirements, a member of our team will contact you soon. Should it not meet the minimum requirements, your application will be kept on file for one year and may be considered for appropriate opportunities should they become available.

What is the hiring process? How long until I receive information?

Once you apply, you will receive an automated e-mail confirming your application submission. Your resume will be forwarded directly to the assigned recruiter. The recruiter will then review your qualifications and if you meet the minimum requirements, the recruiter will send your resume to the hiring manager. The timetable to hear back depends on how quickly the hiring manager processes the resumes. The typical timetable is two to three weeks. However, it may take longer.

How do I tell a friend about job opportunities at The Jel Sert Company?

Once you have opened a specific job description, click on "Share This Job" located to the left of the "Start your Application" link. A window will open that will allow you to enter the e-mail address of the friend and write a short message. Jel Sert will send a link to the e-mail address provided that will allow your friend to view the job description.

How long will my profile remain in the Jel Sert database?

Your profile and resume will remain in the Jel Sert database indefinitely. If you decide that you would like to submit an updated resume, log back into the system and simply upload your new resume.

How do I change my profile information?

Click on any open position, once the application screen opens up, click on the "I already have an account" button and log in using your current information, select "Continue", make necessary changes and save.

What if I forget my profile password?

Click on any open position, once the application screen opens up, click on the "I already have an account" button, select the "forgot password" link, enter your user ID and follow the on-line instructions.

How do I get assistance with applying for a job if I have a disability?

Jel Sert is committed to providing reasonable accommodations when necessary for all applicants with disabilities, handicaps, or applicants affected by pregnancy, child birth, or medical conditions related to pregnancy or child birth provided the individual is otherwise qualified to perform the essential functions of the job.

Please tell us if you require a reasonable accommodation to search or apply for a position by calling our accommodation hotline at (630) 876-4940. Please leave a message and a member of our HR department will call you back within two (2) business days.

Examples of reasonable accommodations may include but are not limited to; making a change to the application process or procedures, providing documents in an alternative format, using a sign language interpreter, or using specialized equipment.

Please note that if you are calling for any reason other than to request an accommodation to search or apply for a job, such as calling to check on the status of your application, your call WILL NOT be returned.

If you need any assistance in reading this page please click [here](#)