

Want to try something different? Looking to work in a new field? If you are an experienced shop, warehouse, manufacturing, or restaurant inventory manager that loves creating systems and hands-on work, keep reading!

POSITION SUMMARY

Local artisan pet product manufacturer seeks an experienced individual to develop and manage an inventory system while streamlining production and operations. Enjoy the satisfaction of meaningful hands-on work with an internationally recognized, rapidly growing small business.

Position requires a cheerful, capable leader with production and inventory management experience. If you are someone with a commitment to superior quality and craftsmanship, who loves working with your hands, and enjoys a variety of projects and tasks in a challenging and engaging environment, we want to talk with you!

Compensation starts at \$16/hr with growth opportunities. Benefits include paid time off, company 401-K, AFLAC policy, and healthcare options. Weekday, daytime schedule.

Training is provided to learn the skills to make our unique leather products. Career changes are welcome!

KEY RESPONSIBILITIES

- Actively lead a team of 2-5 production employees, provide motivation, support and guidance to meet business goals, and encourage a positive work environment for all employees
- Develop and maintain an effective electronic inventory tracking system (for raw material, assemblies, and finished product) to streamline business operations
- Demonstrate excellent work ethic, dedication to the company mission, commitment to quality, business success and profitability
- Assume responsibility for efficiency of production workflow, from raw materials and parts to finished product and shipping. Continually evolve better and more efficient workshop processes.
- Source parts, materials and hardware from various suppliers based on rapidly shifting demand for company product.
- Create PO's, order and inspect incoming parts, materials and hardware orders to ensure accuracy of invoice, consistent quality of goods, and accurate records
- Maintain minimum and/or cost-effective raw materials and finished product inventory to balance cost of goods sold with sales income
- Inspect finished products and customer orders for quality assurance, maintain exceptional customer service expectations
- Make product for stock and customer orders, including leather dog collars, leashes and harnesses (don't worry, we'll train you)
- Follow verbal and written specifications for product assembly, document product specifications as required
- Work with hand tools, operate light industrial equipment, including heavy sewing machine, manual press, light metal work, etc.

- Schedule and oversee necessary maintenance and repairs on workshop machinery, tools, and building facilities
- Maintain open lines of communications between employees, Administrative Management and Owner
- Support Administrative team with daily operations and other business related tasks as needed

SKILL REQUIREMENTS

- 5+ years of experience in manufacturing, warehouse, or restaurant operations and inventory, including 2+ years in a management position
- Ability to learn quickly, and flexibility to adapt to changing business and personnel needs
- Proficient computer skills, including Microsoft Office Suite, QuickBooks and/or other electronic inventory management system
- Highly organized, excellent communication (verbally and in writing), proven leadership skills, and solid project management skills are a must
- Organization skills and willingness to assume accountability for workshop practices
- Respond positively to continuous changes in business practices, customer demand, raw materials availability, and finished product specifications
- Ability to read and interpret product specifications, customer job orders, accurately measure and cut parts, calculate dimensions, and organize parts
- Must have an eye for accuracy, be highly efficient, a solution oriented creative problem solver, and of course, be reliable and responsible
- Experience working with hands creating food, product or craft, possess excellent craftsmanship and materials handling skills (for leather, hardware components, metal, and related parts)
- General experience with related management skills: Kitchen, restaurant, warehouse, manufacturing, mechanical, or small scale manufacturing all apply

PHYSICAL CONDITIONS AND REQUIREMENTS

- Skilled with hands, high dexterity
- Ability to lift and move 50 pounds
- Use hand tools, simple machinery, industrial sewing machine, and related equipment
- Able to stand at workbenches and reach materials stored at high and low positions
- Work in close quarters with others and large breed dogs, sharing workspaces, tools and equipment
- Clean background check
- Knowledge about our unique small business and mission

**To be considered, please submit the following 3 items to
 Katrina Boldry, Owner & Designer VIA EMAIL to work@boldleaddesigns.com**

1. Cover letter: Tell us why you are the right person to join our team!
2. Your resume
3. Completed BLD job application. Application is REQUIRED to be considered.

To apply, please visit the company website at <https://boldleaddesigns.com/employment/> for application. Thank you! No phone calls or general inquiries, please. Not all applicants will receive a response.