

**Bold Lead Designs**  
**PRODUCTION ASSISTANT & SHIPPING CLERK**

**POSITION SUMMARY:**

Bold Lead Designs, an internationally recognized dog gear maker, seeks a capable individual to assist with a variety of workshop tasks in a challenging and fast-paced yet, laid back environment. Position requires someone who enjoys working with their hands, has a commitment to accuracy, excellent attention to detail, competent basic computer knowledge and a proactive, cheerful disposition.

Work for a rapidly growing small business in a small workshop facility with great people and flexible work hours. Benefits include health care and company 401K. Must love dogs and enjoy working with people. Full-time, weekday, daytime schedule. Training provided. Opportunities for advancement based on aptitude. Career changes welcome!

**KEY RESPONSIBILITIES:**

- **Production:** Efficiently prepare parts, components (leather, foam, metal hardware), and assemble product such as dog collars, leashes and harnesses
- **Quality Assurance:** Inspect components, completed products and customer orders for quality assurance
- **Order Handling:** Accurately enter and track customer orders via online sales platforms, queue orders for production, pick product to fill orders, and pack product for shipment to customer according to provided guidelines
- **Shipping:** Handle packing and shipping for small and medium size parcels. Identify the most efficient and cost effective method of shipping, print labels using various methods, primarily through Quickbooks interface but also using USPS, FedEx and DHL websites
- **Organization:** Maintain work areas in a neat and orderly fashion, responsible for maintaining office and shop supplies
- **Duty Rotation:** Rotate between different stations and tasks to support changing needs of the business, work cooperatively with production lead, workshop manager, customer service, and office manager
- **Daily Operations:** Provide support for workshop and other administrative tasks as needed; filing or scanning documents, light cleaning, packaging small product, preparing information packets, organizing supplies, etc.

**JOB REQUIREMENTS, SKILLS & QUALIFICATIONS:**

- Demonstrate excellent work ethic and reliability
- Must be organized, thoughtful, and highly detail oriented
- Understand and follow written and verbal direction
- Work with hand tools, operate light industrial equipment, including heavy sewing machine, manual press, etc.
- Have practical mathematics and measuring skills to calculate dimensions and efficiently package product.
- Ability to work independently and collaboratively
- Ability to switch tasks quickly to accommodate shifting shop priorities while maintaining accuracy

- Competent general computer skills and comfort with Windows, Office Suite products are a must, familiarity with QuickBooks, shipping and labeling, and/or e-commerce are a plus; specific training to be provided
- Ability to learn quickly and adapt to changes
- Experience working with hands, either professionally or personally
- Kitchen, food prep, bartending, assembly, machine shop, metal work, production, assembly, inventory, mechanics, art/sculpture, packing/shipping, leather work, commercial sewing, or related hands-on experience is a plus

**PHYSICAL CONDITIONS/REQUIREMENTS:**

- Skilled with hands; high dexterity and hand strength is required
- Ability to lift and move 50 pounds
- Able to stand at workbenches and reach materials stored at high and low positions
- Comfort in a small, diverse workshop environment with large breed dogs and people with disabilities

**THE FOLLOWING EXPERIENCE IS HELPFUL, BUT NOT REQUIRED:**

- Knowledge of dogs, and/or animal behavior is super helpful
- Packing/shipping, production, assembly, or inventory experience
- Previous experience using Quickbooks, shipping, retail and/or online sales (e-commerce) platforms
- Knowledge about our unique small business and mission

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Please visit <https://boldleaddesigns.com/employment/> for application and details.

Note: resumes will not be considered without complete application.

**To apply, please include the following:**

1. Cover letter or email stating your interest in the position
2. Complete application
3. Your resume
4. Optional references or letters of recommendations are encouraged

**Applications, resumes, and all attachments may be submitted via email to:**

Katrina Boldry, Owner & Designer

[work@boldleaddesigns.com](mailto:work@boldleaddesigns.com)

or mailed to the workshop at 350 Norfolk Street, Aurora, CO 80011

Thank you for your interest in being a part of our team!

No phone calls or general inquiries, please. Not all applicants will receive a response.