

## **Bold Lead Designs**

### **WORKSHOP PRODUCTION JEDI**

#### **POSITION SUMMARY:**

8/28/23 KB

Bold Lead Designs, an internationally recognized dog gear maker, seeks a capable individual to craft our unique products and assist with a variety of workshop tasks in a challenging and 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.

The Workshop PRODUCTION Jedi position's primary focus is crafting BLD product, including leather dog leashes and specialized service dog harnesses. We cross-train so that all team members are able to do just about anything around the shop, including processing customer orders, packing & shipping, managing inventory, ordering supplies, and whatever else needs to get done.

Work for a rapidly growing small business in a small workshop facility with great people and flexible work hours. Must love dogs and enjoy working with people.

#### **PAY AND BENEFITS:**

Compensation during training is \$18 per hour with competitive benefits.

Full-time, weekday, daytime schedule. This entry-level position has opportunities for advancement based on aptitude and efficiency include making our coveted service dog harnesses, production management, and business administration. Occasional opportunity for weekend off-site events.

Benefits include paid time off, company 401-K with match, AFLAC accident policy, health & dental insurance options, sick leave, employee discount, and a flexible schedule.

#### **KEY RESPONSIBILITIES:**

- **Production:** Efficiently measure, cut and prepare parts including leather and foam components for harnesses; make and assemble product such as dog collars and leashes; accurately and consistently produce product/parts to established standards for function, quality, and performance; follow verbal and written specifications for product assembly; make customized product to customer specifications; sew heavy materials on industrial sewing machines; do light industrial metalwork (stainless steel and aluminum)
- **Organization:** Maintain work areas in a neat and orderly fashion, especially packing & shipping materials for efficient workflow; sort and organize other workshop parts and supplies as requested
- **Supply Inventory:** stock and maintain inventory for packing & shipping supplies including: wrapping paper and other materials, boxes, envelopes, labels and other related components; track, plan for and organize supplies for efficient workflow; order frequently used supplies from supply vendors, communicate other shop supply needs to management
- **Duty Rotation:** Rotate between different stations and tasks to support changing needs of the business, work cooperatively with production manager, customer service, and administrative team
- **Quality Assurance:** Inspect completed products, verify products and customer orders to quality and accuracy standards, ensure completed orders are verified with established three-point checking process
- **Order Handling:** Accurately enter and process customer orders via various online sales platforms, queue orders for production; pick product to fill orders; inspect finished products and customer orders for quality assurance; completion of order process including but not limited to marking orders completed on various platforms, entering tracking information, scanning and filing completed documents as necessary
- **Packing & Shipping:** Handle packing and shipping for outgoing orders; verify products match the order, pack individual products and completed orders to established standards, identify the most

efficient and cost-effective shipping container and method, print shipping labels using various methods including QuickBooks interface and shipping provider's websites; complete each day's outgoing orders in a timely fashion for daily mail carrier pickup

- **Support Daily Operations:** provide support for workshop and other administrative tasks as needed, including filing or scanning documents, light cleaning, preparing information packets, inventory counts, etc.
- **Demonstrate excellent work ethic:** dedication to the company mission, commitment to quality, business success and profitability, model positive and constructive communication with teammates, customers and vendors
- **Continuous improvement:** evolve better and more efficient workshop processes, adapt to changes in business and customer needs, create new or revised techniques to improve workflow efficiency

**JOB REQUIREMENTS, SKILLS & QUALIFICATIONS:**

- Hands-on work experience required: packing & shipping, production, assembly, inventory, cook/chef, kitchen/restaurant service, server/bartender, metalwork or similar experience are all relevant!
- Ability to learn quickly and adapt to changes, keep information organized and accessible, must be thoughtful, and highly detail oriented
- Ability to read and interpret product specifications and complex instructions; understand and follow written and verbal direction
- Proficiency with Windows-based operating system, skilled with MS office suite; QuickBooks and shipping software experience is preferred
- Have practical mathematics and measuring skills
- Work with hand tools, hand punches, operate light industrial equipment including manual die press, riveter; handheld and bench mounted power tools, and potentially TIG welding; industrial sewing machine
- Ability to switch tasks quickly to accommodate shifting shop priorities while maintaining accuracy
- Demonstrate excellent work ethic and reliability
- Knowledge about our unique small business and mission

**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:**

- Previous experience using QuickBooks, shipping, retail and/or online sales (e-commerce) platforms
- Commercial sewing, fabrication, welding

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

**Resumes and all attachments may be submitted via email to:**

Katrina Boldry, Owner & Designer  
[work@boldleaddesigns.com](mailto:work@boldleaddesigns.com)

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

Note: No phone calls or general inquiries, please. Resumes will not be considered without complete application. Not all applicants will receive a response.