

Cedar & Moss®

JOB POSTING

TITLE: Lighting Assembler - Production Assistant
REPORTS TO: Production Lead(s) and Operations Manager
LOCATION: Clackamas, OR
POSITION TYPE: Regular Full-time Nonexempt
PAY RANGE: \$20-\$25 hourly (commensurate with experience)

MISSION

Cedar & Moss a luxury lighting company looking to expand our manufacturing capabilities by recruiting highly skilled craftspeople. We are looking for an experienced assembler to join our team. Are you experienced and passionate about building beautiful lights? If so, we would love to meet you.

PRINCIPAL ACCOUNTABILITIES

- ▲ Manually assembling basic to complex lighting fixtures according to build specifications
- ▲ Upholding the highest standards of quality in each and every build
- ▲ Supporting additional production processes as needed including but not limited to preparing and cleaning parts for finishing, maintaining a clean and organized workspace, and assisting with the packaging and shipment of orders

ESSENTIAL EQUIPMENT AND/OR TOOLS USED

- ▲ Sanders
- ▲ Dremels
- ▲ Scratchpads
- ▲ Buffer
- ▲ Basic hand tools (e.g. pliers, screwdrivers, wire cutters, etc.)

QUALIFICATIONS

- ▲ 2+ years light duty manufacturing/assembly required
- ▲ Experience assembling lighting fixtures is preferred
- ▲ Ability to read, interpret, and follow work orders and assembly instructions accurately
- ▲ Good hand/eye coordination and fine motor skills performing repeated tasks
- ▲ Ability to communicate effectively both verbally and in writing
- ▲ Ability to work independently; strong work ethic a must
- ▲ Physical ability to perform the essential job functions
- ▲ Legal right to work in the United States
- ▲ Available to work production hours, which are Monday-Friday 6:00am-3:30pm

PHYSICAL REQUIREMENTS

- ▲ Ability to sit or stand for long periods of time
- ▲ Ability to lift up to 50 lbs
- ▲ Ability to perform repetitive work
- ▲ Considerable use of arms and hands

- ▲ Occasional use of ladders
- ▲ Crouching (bending at knees): Occasionally - Crouching is necessary when lifting materials
- ▲ Reaching: Continually - All positions require continual handling of small parts and various materials. Reaching is primarily performed between waist and shoulder level. Some overhead reaching is required.
- ▲ Stooping (bending at waist): Occasionally - May bend at waist while setting up work activities

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (provided)

- ▲ Half face mask
- ▲ Safety glasses
- ▲ Gloves

KEY BEHAVIORAL ATTRIBUTES

- ▲ Clear focus on **high quality** production with extreme attention to detail
- ▲ Works well independently and in a diverse team setting
- ▲ Good communication, interpersonal and customer service skills
- ▲ Positive and patient demeanor
- ▲ Dependable, exemplifying this through attendance, job duties, and meeting deadlines
- ▲ Constantly seeking better processes and challenging the status quo for continuous improvement
- ▲ Willingness to learn new products, policies, and procedures

WORKING CONDITIONS / PHYSICAL HAZARDS

- ▲ Works in a production environment with regular exposure to noise and chemicals including saws, drills, air compressors, sanders, polishers, paints, oils, and antiquing solutions
- ▲ Must adhere to company safety policies and wear the required personal protective equipment

BENEFITS

- ▲ Competitive compensation
- ▲ Paid time off and 6 paid holidays
- ▲ Health Insurance (with dental option)
- ▲ Retirement savings account
- ▲ Parental leave
- ▲ Educational enrichment credits
- ▲ Product discounts
- ▲ Annual bonus!

JOIN US!

We are passionate about building a team of strong and capable individuals who can keep driving us forward with new skills so if you have other superpowers that you could share with us, we want to hear about those too! We look forward to hearing from you!

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties that may be required for this position. Additional duties are performed by the individuals currently holding this or similar positions and additional duties may be assigned.

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