

# Cedar & Moss®

## JOB POSTING

**TITLE:** Lighting Assembler - Production Assistant III  
**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

- ▲ **The Production Assistant III** will have demonstrated competency and efficiency in **3 or more production processes** with a minimum of **2 years of experience** as a Production Assistant, or equivalent practical experience.
- ▲ **Production Processes:**
  - **Receiving Inventory:** Lift, move unpack, inspect, count and stock parts
  - **Preparing Parts:** Operate drill presses, saws, sandblaster, polisher, tumblers, and hand tools to perform secondary operations on parts to prepare them for finishing
  - **Finishing:** Metal cleaning, patina coloring, oiling and/or waxing parts
  - **Assembling:** Basic to complex manual assembly of lighting fixtures according to build specifications
  - **Shipping:** Prepare packaging materials; wrap and package outbound orders; lift, move, and ship boxes
- ▲ This position will provide training, guidance, and leadership to Production Assistants and help ensure continuous and efficient flow of production.
- ▲ 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

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### 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-2:30pm

## PHYSICAL REQUIREMENTS

---

- ▲ Ability to sit or stand for long periods of time
- ▲ Ability to perform repetitive work
- ▲ Considerable use of arms and hands
- ▲ Occasional use of ladders
- ▲ Stooping (bending at waist): Occasionally - May bend at waist while setting up work activities
- ▲ Standing/Walking: Occasionally - some assignments can be performed while standing
- ▲ Sitting: Frequently – Most assignments can be completed while either sitting or standing
- ▲ 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 (bend at waist): Occasionally – May bend at waist while setting up work activities.
- ▲ Kneeling: Rarely – Kneels to retrieve materials from the floor.
- ▲ Handling: Continually – Handles small components
- ▲ Fingering/Feeling/Grasping: Continually – Required for all tasks.
- ▲ Lifting/Carrying: Frequently – All tasks require lifting and carrying boxes or bins of materials/parts up to 75 feet. A typical weight range is 10-30 pounds. Stacks of boxes and bins may weigh as much as 55 pounds.
- ▲ Seeing: have 20/20 vision or 20/30 corrected vision.

## REQUIRED PERSONAL PROTECTIVE EQUIPMENT (provided)

---

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

## 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 8 paid holidays
- ▲ Health Insurance (with dental option)

- ▲ Retirement savings account
- ▲ Parental leave
- ▲ Educational enrichment credits
- ▲ Product discounts

## 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.*

**CEDAR & MOSS IS AN EQUAL OPPORTUNITY EMPLOYER**