



ANTIQUÉ CANDLE CO.

farmhouse soy candles

Antique Candle Co. seeks an energetic, friendly, and motivated individual to join our team FULL TIME (approx. 38 hours/week) as **Production Specialist**. The Production Specialist will be assisting the Operations Manager – Production in executing the production schedule to fulfill demand for 350+ retail stores and a booming direct to consumer channel in a fast-paced warehouse environment. Your normal shift hours would be M-F, 9:00 AM to 5:00 PM.

START DATE: August 2020

PAY: \$17+/hour depending on education or experience

LOCATION: Lafayette, Indiana

Primary Job Responsibilities:

- Ensure the production schedule is completed daily in a timely manner
- Hand pour candles into mason jars and antique vessels
- Label and clean candles with aesthetic care
- Execute proper procedures to ensure operational efficiency and maximize output
- Operate glue machine to wick candles with extreme precision in preparation for pouring process
- Utilize Antique Candle Co.TM recipe to combine fragrance oil and wax during the candle making process
- Collaborate in a team environment that continuously brainstorms new processes to scale operations with the company's growth
- Exhibit a fast, fun, and friendly attitude toward job responsibilities, co-workers, and

supervisors

Secondary Job Responsibilities:

- Foster a fun and friendly work environment alongside Operations Manager – Production
- Train new candle makers and specialists in specific candle making tasks
- Share feedback with Production team during weekly meetings
- Assist with weekly assigned cleaning tasks
- Unload pallets of raw materials
- Collaborate with Product Development team to provide feedback on new fragrances
- Support Shipping team in various shipping related tasks as needed
- Participate in behind-the-scenes photos and videos for Antique Candle Co.TM social media engagement and marketing priorities

You are a good fit if you are/have:

- Ability to work quickly and efficiently
- Extreme attention to detail
- Enjoy a fast-paced warehouse environment
- Thrive in a teamwork environment
- Strong communication
- Fast, fun, and friendly attitude
- Strong problem-solving skills
- Physical Strength, Ability to lift 50 lbs.
- Ability to work while standing 90% of the time
- Passion for small-business artisan products

- Strong work ethic
- Self-starter

Benefits:

- 50% discount on all candles
- Monthly candle allowance
- Opportunity to grow with our company
- 2 weeks paid vacation beginning in January 2021
- 2 - 3 weeks paid holiday time off
- 3 weeks paid maternity & paternity leave (plus additional 3 weeks unpaid leave optional)