



ANTIQUÉ CANDLE CO.

farmhouse soy candles

Antique Candle Co.™ seeks an energetic, friendly, and motivated individual to join our team FULL TIME as the QA Specialist. The QA Specialist will be approving quality of 4,000+ candles per day, updating finished good inventory, and assist production as needed. The QA Specialist reports directly to the Inventory Manager. Your normal shift hours would be Monday through Friday, 7 AM to 3:00 PM.

START DATE: October 2020

PAY: \$17/hour

LOCATION: Lafayette, Indiana

Primary Job Responsibilities:

Ensure that candles are produced to Antique Candle Co.™ quality standards

- Regularly check and approve candles for quality issues including greasy candles, crooked labels, dented lids, and jar defects for 4,000+ candles per day
- Quickly fix quality issues for production team on a daily basis
- Communicate trending issues or problem batches to Operations Manager – Production in real time
- Give positive reinforcement to coworkers when batches look great to production or praise shipping for finding quality issues in candles that aren't caught in quality check

Update finished good inventory in real time as production pushes candles to be cataloged in ShipHero

- Input accurate number of candles based on SKU type in a quick manner via ShipHero
- Update raw material usage in Katana (our supplies & materials tracking software) to deduct materials used in production process
- Check in with the Inventory manager at the beginning and end of each day to ensure the right tasks are prioritized based on customer fulfillment needs

- Periodically do cyclical inventory counts of finished goods or raw materials
- Communicate any software issues or needs to Inventory Manager or IT Specialist
- Prepare and attend weekly 1x1 meeting with Inventory Manager to discuss wins & opportunities for the week

Secondary Job Responsibilities:

- Maintain “big picture” mentality for the production area and the company as a whole
- Build and assemble Sample Packs as needed
- Stock shipping shelves with finished goods in real time, as needed

You’ll love this job if:

- You love the nitty, gritty details. People tell you that you’re organized and like to ensure everything is in its place
- You get bored at a desk job; you like to be on your feet & listen to Spotify playlists all day long (music is your jam!)
- High energy & fast paced work is something you enjoy & makes the day go fast for you.
- You can multitask and like “thinking on your feet”. When you have caught up on your work for 30 minutes, you want to jump into the candle making area to help out. The idea of being around candles all day excites you.
- You aren’t sensitive to fragrances or smells in general. This is a candle factory after all!
- You are a habit driven individual. You enjoy knowing what each day will look like & find the regular day-to-day, week-to-week tasks fulfilling.
- You prefer individual work, but like being around other people in a warehouse environment and pitching in at any moment to help others.

Benefits:

- 2 weeks paid vacation (roll over allowed)
- 2 – 3 weeks paid holiday time off
- 3 weeks paid maternity & paternity leave (plus additional 3 weeks unpaid leave optional pending direct supervisor approval)
- Monthly \$100 candle allowance
- No weekend or night shifts on a regular basis
- Regular performance review & potential raises every 6 months
- Health benefits will be available in early 2021
- Fast, fun, and friendly work environment with the best darn coworkers, for realies.
- A voice in how we improve our processes. We don’t have “corporate headquarters” telling us how to do our jobs. We hustle & figure it out.

We would love for you to join our candle crew! Please send your resume (PDF format) and any other pertinent information to Kelsey Huelsenbeck, email kelsey@antiquecandleco.com. Thank you for your consideration!