



Production Assistant 2 - Job Opportunity

Open Position: Production Assistant 2

Spinster Sisters is a fast-growing skincare & bath product brand in Golden, Colorado. We consciously craft all of our skin, hair, and bath products at our 100% wind + solar powered Microsoapery using premium, plant-based ingredients, with a focus on sustainability and great scents. To support our brand growth Spinster Sisters Co. is hiring for a full time Production Assistant 2.

Spinster Sisters is distributed across 3,000 retailers in the USA and Canada and is sold direct-to-consumer on our website. We are growing fast, with a pipeline of innovation and distribution expansion across the natural and organic channel.

We started 2022 with a renewed mission to reduce plastic consumption, focusing on sustainability and consumer education. Spinster Sisters newest innovation is a line of solid, water-free bars for face, body, and hair in plastic-free packaging. We are a Certified B Corporation and have made the commitment to become Climate Neutral Certified, through www.climateneutral.org. We seek team members that share a similar ethos of doing right for the planet and align with helping grow a sustainable operation. [Click here to learn more about our business practices.](#)

Responsibilities:

- Handmake all-natural skin care products
- Box, bottle, label, shrink-band, batch code products.
- Maintain an efficient and orderly production floor.
- Ensure that assigned work areas are clean and in a good state of housekeeping at all times
- Operate machinery, and assist in the ongoing basic maintenance of machinery.
- Take appropriate measures to ensure all products are completed to production, quality, and technical specification.
- Assist Production Supervisor and Manager in daily roles.
- Remain knowledgeable on products offered
- Assist in receiving department: receive, QC, and put away shipments.
- Assist with other miscellaneous tasks and duties daily.
- Assist customers via phone or email.
- Keep Production Supervisor informed of critical issues which affect production schedule.
- Requirements:

- Previous skin care or related manufacturing experience a plus.
- Previous experience in production, quality inspection, general labor or manufacturing preferred.
- Ability to read and comprehend instructions dealing with weights and measures.
- Ability to follow detailed instructions on mixing or blending a wide range of ingredients and materials with attention to specific timing, temperatures, and safety equipment needed.
- Ability to communicate clearly, and follow detailed instructions.
- Flexibility to perform special assignments as required.
- Possesses a "can do" attitude, positive energy, and humor.
- Ability to work independently or with little supervision once instructions are given.
- Must have great attention to detail.
- Flexible to perform special assignments as required.
- Ability to work in a team or group setting
- Ability to stand for extended periods of time.
- Availability to work flexible shifts.
- Must be able to lift and carry up to 50 lbs.
- Basic understanding of customer service practices.

Job Skills:

- MS Office (Word, Excel, Outlook) experience preferred, not required.
- Adobe Illustrator experience- preferred, not required.
- Friendly and energetic Personality with customer service focus.
- No two days are alike, which helps keep the job fun and interesting. Fast paced and fun work environment. Lots of opportunity for advancement, for the right individuals.

Job Type: Full Time

Compensation: \$14.00 - \$16.00/hour, commensurate with experience.

To apply, please submit your resume and cover letter in PDF form to careers@spinstersistersco.com

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