

As Rustic Marlin's Manufacturing Coordinator you will assist in all manufacturing related functions. Your forward-thinking and hands-on approach will be essential to the creation of high quality products. It is critical to operate successfully in a team environment and have the ability to wear multiple hats each day. Your knowledge and experience should allow you to step right into this role successfully and effectively.

KEY RESPONSIBILITIES

- Assist in the prep stages of all stock items including, but not limited to cutting, sanding, painting and staining.
- Coordinate with team members in ensuring all material components are organized and inventory levels are tracked throughout each phase.
- Communicate with the Director on any priority tasks or concerns for completion within anticipated timeframe.
- Understand the nuances of each unique product or coating and apply knowledge to appropriately adapt methods to ensure the best result possible is obtained.
- Troubleshoot any product issues during production with a keen eye for the balance between successfully fixing issues/saving costs and producing a high quality piece.
- Ensure a safe and clean environment.
- Inspect and maintain equipment safety and quality on a regular schedule. Notify Director or Owners of any issues immediately.
- Identify and implement new ways to improve the manufacturing processes to improve the quality and timelines of each product.
- Assist director and/or company owners with related projects as they arise.
- Work successfully both independently and within a team environment. Consider the ideas of others and work collaboratively to accomplish assigned tasks.
- Share your passion for both your role and the company with colleagues and external audiences.
- Be accountable and forward thinking in your actions.

QUALIFICATION + SKILLS

- 0-2 years experience in similar environment
- Reliable, detail oriented and highly motivated
- Proven experience handling multiple tasks with accuracy in a deadline driven environment
- Experience painting detail pieces with speed and accuracy without sacrificing quality
- Passionate about the product and role within the company
- Knowledgeable and experienced enough to step right into a fast paced work environment
- Willingness to assist beyond job description boundaries as often the case in small businesses
- Ability to stand for long periods of time
- Ability to lift 30 lbs plus on a regular basis and 50 lbs plus for special projects
- Demonstrates a proven track record of working within a team environment and independently.