

WOODWORKING ASSEMBLY COORDINATOR



As Rustic Marlin's Assembly Coordinator you will assist in the woodworking assembly stages of the manufacturing process. Your forward-thinking and hands-on approach will be essential to the finishing 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

- Assemble wooden décor, furniture and other related items.
- Ensure that detailed specifications and expectations are surpassed per product and customer requirements.
- Understand the nuances of each unique product 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.
- Communicate with other team members on any priority orders or concerns for product completion within anticipated timeframe.
- Identify and implement new ways to improve the assembly processes to enhance product quality and timelines.
- Proactively notify Manager regarding any potential issues or concerns.
- Maintain a safe and tidy workspace leaving time to clean up each day. Notify Manager of any concern.
- Assist Manager 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

- Bachelor's Degree or equivalent relevant work experience
- Reliable, detail oriented and highly motivated.
- Willingness to assist beyond job description boundaries as often the case in small businesses.
- Passionate about the product and role within the company.
- Knowledgeable and experienced enough to step right into a fast paced work environment.
- Demonstrates a proven track record of working within a team environment and independently.
- Ability to stand for long periods of time and to lift over 50 lbs regularly.
- Excellent experience and safety awareness with all power tools.
- Passionate about the product and role within the company.

