**PRODUCTION TEAM MEMBER**

**Job description**

You will be part of the Glassical Production Team that works directly with raw and purchased materials in order to produce high-quality and beautiful recognition pieces for our valued customers. Our environment is fast-paced, ever-changing, and flexible; we are a growing business that is constantly improving workflows and procedures. This position offers a compensation package that includes a competitive wage and benefits. No experience is necessary, on the job training will be provided.

**Duties & Responsibilities**

* Work closely with our production team to process all award orders.
* Prep crystal awards for sand carving.
* Mount awards with specialized glue to award bases.

**You'll also need to have**

* Verbal and written communication skills to interact clearly with customers, vendors and other employees
* Organization skills to keep accurate records and find important information quickly
* Time management skills to prioritize and complete a side variety of tasks throughout the day
* Interpersonal skills to create a pleasant experience for all customers, such as being personable and attentive
* Familiarity with Accounting software (such as Quickbooks or AccountEdge) is a plus
* You'll also need to be able to:
	+ Lift up to 30 pounds
	+ Stand, walk, push, pull, squat, bend, and reach during shifts

At Glassical Designs, we know a person is more than their prior work experience. If you feel your work experience doesn’t truly highlight the value you can bring to our organization, please let us know in a cover letter and we are happy to consider you. This position is one that can be learned, so prior experience is not necessary to thrive in the role.

**Why you'll love this job**

At Glassical Designs, not only are we dedicated to helping companies provide an encouraging and rewarding environment for their employees, we are dedicated to providing such an environment for our own teammates, inspiring them to be the best they can be, both in the office and in life.

* Competitive wage paid bi-weekly, with overtime for more than 40 hours/week
* Healthcare (medical, dental, vision)
* Paid Time Off (PTO)
* Holiday pay
* On-the-job training and skills development

Glassical Designs was founded on a set of core values that serve as the bedrock of the relationships we have with our employees, customers and vendors. We strive to live by these values on a daily basis and encourage our customers and vendors to do the same.