

Job Title: Commercial Production Associate

Company: FoamOrder

Location: In-Office

Salary Range: \$22 - \$25 per hour

Hours: Part-time (20 hours per week)

About FoamOrder:

FoamOrder.com is a leading destination for consumers and commercial customers looking for foam cushions, upholstered cushion covers, organic latex mattresses, and other foam products. This position will help expand our efforts to commercial customers. We currently have <20 employees, and serve customers throughout the U.S. We do our own manufacturing in Richmond, CA.

Job Description:

As a Commercial Production Associate at FoamOrder, you will play a vital role in the production and management of commercial orders. You will assist the commercial sales team by checking-in materials, providing quality control to commercial orders, creating proposals for new projects, working with the manufacturing team to ensure accuracy, and communicating with customers as their orders move through production. You will help optimize our processes, increasing efficiency and reducing the number of steps in the production process.

Key Responsibilities:

- Assist in the production of commercial orders, ensuring timely and efficient processes.
- Create and develop proposals for new projects, showing attention to detail.
- Help manage existing projects, coordinating various stages of production.
- Check in supplies and materials required for commercial projects, maintaining an organized inventory.
- Provide thorough quality assurance and inspection to commercial orders before shipment.
- Communicate effectively with commercial customers, providing updates and information as needed.

Skills and Qualifications:

- Strong organizational and project management skills.
- Excellent customer service abilities.

- Proficient in measuring, tracing, and basic math and geometry skills.
- Ability to work well as part of a team.
- Experience with spreadsheets, email, and other basic computer skills.
- Preferred experience in upholstery and/or furniture manufacturing.

Desired Characteristics:

- Exceptional attention to detail.
- Highly organized and efficient.
- Strong teamwork skills and the ability to collaborate with others.
- Proficiency in basic math and measurement techniques.

Headquarters: Richmond, CA

Industry: Manufacturing

How to Apply: Send a resume to Nate Bowyer: nate@foamorder.com

Application deadline: Jan. 15th, 2024