

ABOUT US

Krownlab designs and manufactures aesthetically pleasing and functional architectural hardware, with a focus on sliding door hardware systems and related products. We work closely with dozens of local vendors who manufacture our custom components, then bring those components in-house and assemble them into our premium hardware. Krownlab products are known for their high quality—the direct result of a dedicated production team that takes their jobs seriously.

WHY YOU'LL LOVE WORKING HERE

We are a diverse group of skilled individuals who come together as one cross-functional team to work hard, creatively problem solve, innovate amazing products, and ensure our clients are thrilled with their Krownlab experience. Collectively, we represent a diverse collection of perspectives, experiences, and expertise. We love to laugh, hang out with each other, and have been known to get the occasional tattoo together.

- A high-energy work environment where everyone's contributions are recognized and appreciated.
- A friendly and highly motivated team that's excited to have another person join the group.
- Working with industry-leading hardware from start to finish.

ABOUT THE POSITION

Position Overview

The individual in this position will work alongside the existing production team to enter, update, and maintain various production, manufacturing, and inventory records into MRP software and spreadsheets on a daily basis. As needed, this person will also update and maintain process documents to reflect new and changing standards. In addition, while under the supervision of a product handling team member, this individual will occasionally perform light assembly.

Wage and Hours

Part time, non-exempt, \$14.00 an hour, 25 hours a week, 5 days a week, during afternoons.

Day in the Life

While not exhaustive, the information below will provide a snapshot of the types of things the person in this position will be responsible for.

Data Entry

- Enter completed Manufacturing Orders and item receipts into MRP software accurately.
- Enter time tracking data into appropriate spreadsheets.
- Update and maintain inventory records (Bill of Materials, item master files, vendor information, etc.) under the direction of the Production Manager.
- Generate Pick Lists from approved Sales Orders.

Documentation of Procedures and Best Practices

- As needed, through writing and photography, and under the direction of the Product Operations Manager, document internal production processes.
- As needed, update and maintain process documents to reflect new and changing standards.

Production Assistance

- Under the supervision of a product handling team member, assist with performing light assembly, as demand necessitates.

Critical Success Factors

The individual in this position must be:

- **Strong PC Skills:** You have experience with spreadsheet software and data entry. Familiarity with QuickBooks, MRP/ERP systems, and Desk.com is a plus but not required.
- **Technically-Oriented:** You're comfortable with mechanical parts, how they're made and how they're assembled.
- **Efficiency-Minded:** You're always on the lookout for ways to make a process faster and less taxing.

- **Collaborative Attitude:** As a small team, we're all asked to wear a lot of hats. You're ready to help out whenever someone else needs a hand. You don't mind if your hands occasionally get dirty.
- **On Time:** Production employees are prompt and ready to work when expected.
- **Driven to Document:** You're excited to help systematize and document years of tribal knowledge.
- **Linguistic Ability:** You're able to write, read, speak, and understand English. You can write clear plainspoken directions that accurately represent a procedure.
- **Information retention:** You can absorb and retain information.
- **Education:** Have a high school diploma or GED equivalent.

Capability Requirements

The following capabilities are required in order to perform the essential functions of this position. Reasonable accommodations that do not create an undue burden on the company are available to address the following requirements.

- **Physical Ability:** You can stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl; lift, carry, and place items of up to 25 pounds; maintain sustained concentration on computer screens; use keyboards and a variety of peripherals.

APPLICATION INSTRUCTIONS

Qualified applicants should email their current resume to productionhr@krownlab.com. The subject line of the email must be "Manufacturing Data-Entry". While we are not able to respond to every applicant, we appreciate your time in applying.