



JOB DESCRIPTION

Position: Leather Wrapper
Department: Operations
Reports To: General Manager, Charles Furgeson

Goal of the position:

Leather wrap factory products and ensure quality in a timely manner.

Responsibilities of the position include but are not limited to:

- Hand sewing and machine operation of textiles (leathers, vinyl, and cloth materials) onto automotive SCI raw products with due caution and care
- Inspect, position, and hand wrap parts
- Hand trimming using open razor blades, scalpels, etc.
- Careful use of heat guns to activate adhesives to ensure a sufficient bond of textile to substrate without damaging
- Massaging/finessing of textiles to work out wrinkles, bridging, and alignment of seams, etc.
- Full inspection of product to ensure it meets quality standards before parts leave the station
- Inspects parts for defects
- Conducts cleaning in the work area on a daily basis
- Ensure quality sub-assemblies and/or complete end items
- Ability to calculate material needed for a job

REQUIRED ABILITIES

- Must have prior leather wrapping experience (automotive steering wheels, gear shifters and other interior parts a plus).
- Manage inventories
- Ability to deal with change
- Basic math abilities
- Team spirit

REQUIRED EXPERIENCE

- Knowledge of accounting principles and practices.
- 1 year QuickBooks experience
- 1 year Microsoft Excel experience

CHARACTER

- Core attributes need to be punctuality, a strong work ethic, and an eye for detail.
- Team Player – friendly/easy-going, unbiased attitude, and willing to be patient with coworkers.
- Ability to leave ego and personal matters at the front door.
- Problem Solver – capable of finding ways to fix problems and improve internal procedures.
- Ability to fully understand the importance their performance has on the success of the company.