

Pre Production Associate

Brendan Ravenhill Studio is seeking a sharp, energetic and hard-working Pre Production Associate to join our team. This is a fast-paced, hands-on opportunity to learn how a small design studio designs, markets and manufactures high-end lighting fixtures. The Pre Production Associate plays a critical role in the operations of the studio. Their core responsibility is to strategically improve quality control by spearheading solutions for defective components, products, or processes. The studio's ability to ship orders on-time, meet our quality standards and reduce waste in our supply chain are all reliant on the skills, hustle and intelligence of this team member. You'll be working with a small, passionate team of makers and designers who take great pride in what we do. The ideal candidate has a passion for organization, a discerning eye and the drive to find creative answers to difficult problems.

RESPONSIBILITIES

- Log and inspect all inbound and outbound parts in a timely manner to ensure they meet our exacting quality standards.
- Document and report metrics to our Inventory Specialist and work closely with our Development Specialist to address systemic manufacturing issues.
- Execute regular fabricator trips to pick-up and/or drop-off components, build drawings, part reworks and purchase orders.
- Support our Production team by organizing and restocking parts, packaging stock fixtures for shipping and preparing kits for stock and bulk builds.
- Standardize and manage the studio's sample inventory, including inspecting and restocking returns and organizing sample parts.
- Assist with regular part and stock inventory reconciliation as well as quarterly physical inventory counts.
- Take ownership of growth opportunities within Pre Production including identifying product or process improvements, suggesting inventory storage upgrades, or eliminating component waste/rejects.
- Work with the Pre Production Manager to research vendors, materials, and processes to identify best solutions for quality & price.
- Maintain a clean and organized studio.

REQUIREMENTS

Prior experience or relevant education is a plus but not a deal breaker. We value interest and attitude as much as experience, so even if you do not meet all the requirements listed, we still encourage you to apply.

- High level of organization and initiative and the time management skills to meet the pace of a growing studio.
- 1-2 year background in manufacturing, design, product development or related field
- Familiarity with a wide range of fabrication processes including woodworking, metalworking, etc.
- Proficiency with Google Suite and/or Microsoft Suite
- Valid CA driver's license and experienced/comfortable driving a sprinter van
- Ability to lift up to 50lbs
- A willingness to learn and take on new challenges

- Proficiency with Adobe Creative Suite is a plus
- Proficiency with Solidworks, SketchUp, Rhino or other CAD software is a plus
- Proficiency with QuickBooks Enterprise, Excel and/or other inventory tracking software is a plus

If this sounds like you please send all applications to careers@brendanravenhill.com with the following:

- A cover letter explaining why you want to join Brendan Ravenhill Studio, what drives you creatively and an example of your problem solving skills (this can be a story, an object, anything that demonstrates the way you think and work). We expect a large number of inquiries so use this letter to impress us and let us know why you should be considered.
- Resume
- Two professional references
- Date you can start
- Compensation requirements