

Quality Control Associate

Ravenhill Studio is seeking a sharp, energetic and hard-working Quality Control 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 Quality Control Associate plays a critical role in the operations of the studio. Their core responsibility is quality control and assurance of all incoming and outgoing inventory.

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 and fulfillment deadlines.
- Pack outgoing orders for delivery to our vendors per studio best practices, ensuring safe transportation to and from the studio.
- Report parts that are damaged or fail quality inspection and return to vendor as needed
- Execute regular vendor visits with the studio vehicle to pick-up and drop-off parts and materials.
- Maintain a tidy workspace and organize, store and restock inventory per studio best practices.
- Assist with quarterly physical inventory counts.
- Take ownership of growth opportunities within Pre Production including identifying product or process improvements, suggesting inventory storage upgrades, or reducing component waste/rejects.

REQUIREMENTS

- High level of organization and initiative and the time management skills to meet the pace of a growing studio
- 1-2 year background in quality control, manufacturing, design, product development or related field
- Familiarity with fabrication processes such as woodworking, metalworking, and material finishing and/or a willingness to learn
- 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

Nice to Haves

- Experience operating a forklift
- Proficiency with Adobe InDesign and Illustrator
- Proficiency with Solidworks, SketchUp, Rhino or other CAD software
- Proficiency with QuickBooks Enterprise, Excel and/or other inventory tracking software
- Proficiency with Trello or equivalent project management tools

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. If this sounds like you, please send your application to careers@ravenhillstudio.com. Due to the large number of submissions, we may not respond to all inquiries. Please provide the following information:

- A cover letter explaining why you want to join 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). If this is your dream position, please impress us with a great cover letter, full of character and devoid of typos.
- Resume
- Two professional references
- Date you can start
- Compensation requirements

BENEFITS:

- Medical, dental, vision and life insurance
- Paid time off, winter holiday break and Summer Fridays
- Profit Sharing Program
- Retirement plan contributions
- Employee discount on Ravenhill Studio products
- Studio wood and metal shop usage
- Studio lunches and snacks
- Mobile phone stipend
- Parental leave and sabbatical