

Job Title: Crystal Associate

Reports to: Production Coordinator

FLSA Status: Non-exempt

Summary of duties and responsibilities: To perform in a pleasant, professional, and efficient manner the processes involved with the personalization and etching on Medalcraft Mint's product line for Crystal products. Verify that quality product is received on time, and error-free personalization is turned around within deadline. Adhere to Medalcraft's company goals and values by performing duties in a manner that is consistent with being a team player and supports the continued growth of the company.

1. Read and understand a work/sales order for what exactly needs to be done to fulfill order.
2. Work closely with the sales team on crystal proofs and verification.
3. Accurately and precisely import spreadsheets and data from customer or sales team into crystal software and manipulate as needed.
4. Print out the artwork on clear sheets of film and cut blue resist to sizing needed for artwork, then place the resist on crystal and apply pressure for it to fully adhere, making sure it is lined up right with no air bubbles or other quality issues.
5. Once done applying resist, put tape on remaining exposed crystal, so only the art that needs to be etched is etched.
6. Hold the crystal in the sandblaster, sandblasting for an average of 10-20 seconds, depending on the size of the crystal. Keep a strong eye for detail, making sure none of the letters are blown out.
7. Once done sandblasting, clean the crystal with either glass cleaner or in a wash tub.
8. Dry crystal and inspect quality.
9. Place crystal in gift box with white gloves (if called for)
10. Package crystal for shipping, then attach or write the SO on the box for shipment and take down to shipping or call for it to be picked up.
11. Must be ability to work in a fast paced environment, independently, while yielding a quality product.
12. Keep work area and equipment clean and organized.
13. Continually strive for process improvement and increased efficiencies.
14. Communicate with management on jobs and potential issues, while offering suggestions for improvement.
15. Flex to other departments in general production, as needed.
16. Other duties as assigned by management.

Education, prior work experience and specialized skills: Completion of a High School diploma strongly desired. Previous experience in etching helpful, but not required. Must have decent computer skills, namely excel. An attention to quality, detail, and an appreciation of deadlines is essential. Must have a strong eye for quality and the ability to work in a fast-paced environment and multi-task.

Physical environment/working conditions: This position is in a manufacturing environment, and exposed to elements as such. Crystal is a department that is busier at times than others, it could be a 40 hour work week or it could be a 10. Must be able to navigate around the department and facility while occasionally lifting 10-20 lbs throughout the day. The crystal itself when etching and sandblasting ranges in weight from 1-5 pounds, depending on the order.

Equipment/Machinery Used: Medals and product transported by buckets from department to department. Operate a smaller sandblasting machine, use a computer and printer, as well as cleaning materials. Other equipment used as necessary to perform the job (gloves, PPE, etc).

Other:

Management Signature: _____ Date: _____