

Job Title: Enameller

Reports to: Print and Art Department Manager

FLSA Status: Non-exempt

Summary of duties and responsibilities: To perform in a pleasant, professional, and efficient manner the processes involved with the enameling of Medalcraft Mint’s product line. Work closely with other team members to make sure that quality product is received as and quality product is completed on time. 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. Fill in detailed metallic areas, small to large, with enamel at a high rate of speed free of errors.
2. Mix paint and enamel to match specific PMS (Pantone Matching System) colors
3. Ability to understand a work order and/or take instructions to fill pockets with the correct colored enamel.
4. Properly place product in oven or shelf as needed in the drying process.
5. Ability to multitask and prioritize jobs as needed.
6. Keep work area and equipment clean and organized.
7. Other duties as assigned by management.

Education, prior work experience and specialized skills: Completion of or pursuing of a High School Diploma or General Equivalency Diploma (GED) desired. Previous employment in a manufacturing environment helpful, but not required. An attention to quality, detail, and an appreciation of deadlines is essential. Previous exposure to detailing and enamelling work helpful. Strong communication skills amongst team members is imperative.

Physical environment/working conditions: This position is in a manufacturing environment. Enamellers are set up in a work station for the enamelling to be performed. Must be able to focus and sit for long periods of time. Minimal lifting is involved, less than 10 lbs performed intermittently throughout the day.

Equipment/Machinery Used: Pressure pump for air controlled via foot pedals to move enamel, syringes to fill pockets on product, oven, other equipment necessary to perform the job (ie, metal trays/fixtures, tweezers, erasers, cotton swabs, kimwipes, etc)

Other:

Management Signature: _____

Date: _____

