



Saddleback Leather Co.
Job Description
Finisher

1. About this position

The Saddleback Leather Co. Finisher is the last person to touch a leather creation before it gets to the customer. They are responsible for making sure the right product has been pulled and make sure it's in tip top form before it goes on its way. They are a wonderful mix of quality inspector and an artistic finisher. And once the leather is how it's supposed to be, they package and bag it up for its new owner.

The Finisher accomplishes this through direction from the Warehouse Manager. By applying strong attention to detail, a good memory, a creative outlook, positive attitude, strong follow-through, and the overwhelming desire to learn. Proactively identifying quality issues, staying up to date on changes in product and leather and asking questions are other ways a Finisher ensures a solid relationship is formed with the Saddleback team and our customers. The first priority of a finisher is to learn all products and their description, to ensure that the pickers picked the correct product and correct quantity. The finisher is then trained to know the quality standards of SBL so that they can filter out any product that does not meet the standard. Lastly, this role is to be creative and artistic by the methods learned to beautify, fix, and present a quality product to the customer.

The responsibilities that follow are performed under the supervision of the Warehouse Manager.

2. Essential Skills and Duties

- a. Responsible for learning and staying up to date on all product lines that they will work on.
- b. Verifies that each order they process is correct. The right items are picked and the right quantity is picked.
- c. Performs a final quality check on all products to make sure they are in the condition they are supposed to be in. Fixes any issues they are able to and pulls out of the line if not up to par.
- d. Assemble, prep and bag the final product according to standards. Prepping includes, Learning how to artfully condition, fix scratches and indents, burn frays and loose stitching, apply oils, and in some cases dyes and sealants.
- e. Maintains a clean and safe working environment.
- f. Perform all other tasks required by and assigned by leadership, including but not limited to assisting with warehouse tasks, or helping other positions as needed.



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3. How we know you are the most qualified person for this position

Education and Experience

- a. Previous experience with a high detail job is preferred
- b. High school diploma is preferred

Skills and Abilities

- a. High attention to detail
- b. Ability to learn and retain product SKU's and product info and accurately use that knowledge.
- c. Ability perform detail work with a creative eye
- d. An artistic aptitude
- e. Ability to identify inconsistencies to the quality standard
- f. Loves Leather

Behaviors you must have because we can't teach them to you

- a. **Warmth and Humor:** The ability to interact with team members and partners in friendly way
- b. **Verbal Communication:** The ability to quickly assess the needs and communication style of a partner and speak to them in their "language."
- c. **Problem Solving:** The ability to look beyond the obvious and determine what things at a macro and micro level need to be addressed, fixed, changed or enhanced. This includes quickly finding solutions to basic problems with ease and with minimal guidance from management – i.e. "self-directed"
- d. **Accountability:** The ability to accept responsibility for what is yours, whether it is a heroic win or a mistake. The determination to find solutions rather than pointing blame at others. The ability to accept constructive feedback for improvement and positive feedback for recognition. The ability to do something you don't like doing -- but is in the best interest of the client and company -- without complaining about it.
- e. **Making others better.** The giftedness to inspire your team to it's highest level, and create an environment where they thrive and perform to their maximum capability. Intimately know your team member's unique individual personal style, passions, and proficiencies.
- f. **Results Focus:** The eagerness and drive to get things done without frequent reminders. Initiative.



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- g. **Detail Orientation:** The ability to achieve a high level of accuracy in regards to client data, communications, etc.
- h. **High Integrity:** The desire to do the right moral, ethical and honest thing especially when no one else is looking. Exhibit high character always, both in good and hard/stressful times.

4. Special Requirements/Working Conditions

Physical

- a. Ability to safely operate material handling equipment as needed.
- b. Ability to work in warehouse environment on concrete flooring and in varying temperatures
- c. Ability to bend, twist, stretch, push, pull and carry and lift up to 25 lbs.
- d. Comfortable standing and or walking for up to 12 hours
- e. Perform repetitive tasks

Environmental Conditions

- As Finisher, you will be working out of our Warehouse.
- Warehouse has limited temperature control
- The Finisher has frequent contact with Saddleback employees

Machines and Equipment

- Will use small tools including torches, pliers, scissors, sand paper, files, and clippers.
- Will also use liquid material including dyes, conditioners and paints.

Other Requirements

- Ability to occasionally work extended hours and weekends as necessary, especially during the Christmas season.
- Availability for meetings and support during regular business hours.

5. Reporting structure

<i>Directly Reports to:</i>	Warehouse Manager
<i>Others reporting to Direct Supervisor:</i>	Other Finishers, Pickers, Returns processing, label processing



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<i>Positions reporting to the Finisher:</i>	None
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6. Budget and Authority Levels

Budget Responsibility:	No	Hiring Authority:	No
Signature authority for Invoices:	No	Signature authority for performance reviews and other performance documentation:	No

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified. Changes to duties and responsibilities, as well as changes to this job may be made at any time at the discretion of management. Saddleback Leather Company is an “at-will” employer; this job description is not a guarantee of continued employment. Saddleback Leather Company is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, gender, physical or mental limitation, age, veteran status, ancestry, national origin, marital status or any other characteristic or classification protected by law.