

# Mosaic/Spectrum Finish Shop Operator

## Process

- Serve as contact liaison for communication between Mosaic sales/marketing dept, production dept and paint/finish department
- Initial contact for SPAP work: answer phone/email, qualify & sell paint jobs (small builders, bike shops, industry work, mosaic refinish work) based on strategic needs/ budgeting
- work to execute required delivery timelines based on forecasted numbers for mosaic and spectrum work
- Work with vendors and ordering to keep paint shop supply (paint/tape/media/ect.) at controlled inventory levels and cost of goods tracking
- Maintain shop cleanliness and all equipment in good working order (paint guns, media blasters, plotter, filter changing and booth cleanliness, etc.)

## Painting

- Assist finish shop in executing efficient workflow and timely delivery of projects into and out of the shop as per scheduled delivery timelines.
- Arrange graphic design work for upcoming mosaic jobs and direct consumer spectrum work and customers.
- Prep work for painted frames: media blasting, logo printing/weeding/application, etching. Allowing painters to focus on executing detailed painting work
- Raw titanium etched finishing

## Planning

- Strategize with Mosaic sales, marketing, and graphic design to evolve the Paint program through revised colorways and stock colors, new layouts, new finishes, new techniques, color sample and stands, online or printed catalog
- Strategize growth channels for direct consumer, OEM, and bike shop channels for the Spectrum paint program where and as needed

## Final Check and delivery

- Create final check standards to be applied before assembly and delivery of finished frames. Perform the final check on finished frames certifying that all work has been done correctly in finish is up to company standards.
- assembly of frames: headset press, bolts, misc. bits
- packing and shipping of frames to final customer

## General shop help

- Ultimately everyone at Mosaic is responsible for making our final product live up to the quality standards, expected turnaround times and great customer experience that we set out for ourselves. This requires each team member to help out where needed.

## Skills required

- Team oriented attitude and participation
- Great communication, in house and customer service
- Organization, cleanliness, and high attention to detail and problem-solving
- Adobe Illustrator
- Gmail/ Google Docs/ Google sheets/Excel
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## Compensation

- \$21-27/hr depending on experience
- 50% company health insurance benefit contribution
- 2 weeks paid personal time for full time position
- Mosaic employee frame pricing and industry component access
- "2" level Mosaic frameset of choice awarded after 12 months of service