



Position: Head of Tables

Organization: Philadelphia Table Company

Reports To: Foreman

Job Type: Full time, in person

Compensation: \$20-\$25/hr depending on experience, 2 weeks PTO, \$200/mo health stipend

Responsibilities:

- People and Development
 - Leads by example as a role model for PTC's values and culture
 - Develops craftspeople through coaching, training, and positive feedback
 - Creates and maintains a positive work environment
- Safety and Quality
 - Ensures all workplace safety procedures are followed
 - Advises craftspeople on best method of fabrication that achieves highest profit margin without compromising the integrity of the piece
 - Completes Quality Checklists as assigned
 - Ensures all pieces are true to the PTC aesthetic
- Shop Operations
 - Maintains the highest level of operational excellence
 - Communicates priorities established by the Production Manager / Foreman in order to meet project deadlines
 - Upholds workshop policies and leads by example

Skills:

- Possesses exemplary communication skills
- Addresses situations with a solutions orientation
- Possesses a strong attention to detail, organization, and preparedness
- Possesses strong interpersonal skills
- Builds team enthusiasm and maintains positive rapport
- Ability to work independently with little direction and supervision

Experience:

- High School degree or equivalent required
- 2+ years of furniture building experience required
- Management experience preferred