

Do you enjoy fast-paced environments and doing high-quality work? If you prefer hands-on work and are detail-oriented, here is an opportunity to work in a friendly, clean production environment to help us create quality USA-made diploma frames. We are seeking candidates with a positive attitude, willing to learn and whom takes pride in their accomplishments. Great opportunity for people who like working with their hands and have excellent attention to detail.

### ***Framer***

**Description:** To assemble all parts into frames utilizing work orders, ensuring quality of product and packing material. The position requires good attention to detail and the ability to multi task. Must have a keen eye for detail and able to read and understand work orders.

### **Responsibilities:**

- Consistently and correctly follows work orders and pulls corresponding material
- Cleans glass and places it in upturned frame
- Secures components into frame with pneumatic flexible point gun
- Check quality of parts and consistency of overall product
- Final assembly of frame
- Follows all safety procedures

### **Requirements:**

- Excellent attention to detail
- Ability to follow instructions
- Math skills – ability to read a ruler
- Excellent verbal and written communication skills
- Able to work in fast paced environment
- Bilingual English/Spanish preferred; at a minimum, the ability to understand and to make oneself understood to all Spanish speaking individuals

**How to apply:** Send resume and interest letter to [humanresources@diplomaframe.com](mailto:humanresources@diplomaframe.com)

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