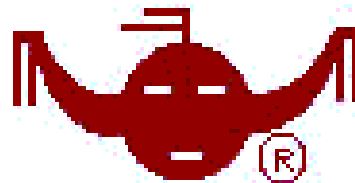


Navajo Arts & Crafts Enterprise

Position Classification and Description



POSITION TITLE: Inlayer
CLASSIFICATION: Non-Exempt
DEPARTMENT: Production
SUPERVISOR: Production Manager

Position Summary:

Under direct supervision responsible for inlaying/buffing sterling silver handmade Navajo jewelry; such as earrings, rings, bracelets and squash blossom necklaces.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs buffing of Navajo jewelry. Prepares jewelry to be ready for sale.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED preferred; one to three months related experience and/or training; or equivalent combination of education and experience. Valid state driver's license or Identification card. Must be able to successfully pass a drug/alcohol screen and background investigation. Navajo preference.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge about Navajo arts and crafts to include common rug types, jewelry designs and stones.
- Knowledge in oxidizing, cutting of jewelry pieces and using the right buffing supplies to finish the job.
- Knowledge in the different ways to high polish and satin finish.
- Knowledge of occupational hazards and applicable safety practices.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to buff and high polish silver beads.
- Ability to understand and follow oral and written instruction.
- Ability to work as a team member in a structured working environment.
- Ability to work with timeliness and thoroughness.

- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skill in buffing Navajo handmade jewelry.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 15 pounds.

Work Environment:

Work is generally performed in an interior production work environment. Evening and/or weekend work may be required.