

REBUNDLE

<https://rebundle.co>

Job title	Production Assistant
Status	Temporary
Pay	\$15 Hourly
Location	4810 Fairview Ave, St. Louis, MO 63116

Who we are:

As the first U.S.-made plant-based braiding hair, Rebundle is revolutionizing hair extensions with more comfort and less waste. We are the first beauty brand to address both the health and environmental disparities in the hair extensions industry. 1 in 3 women experiences scalp irritation from plastic synthetic hair, and they're often forced to choose between enduring the pain and discomfort with at-home remedies or taking the braids down. This results in a loss of time and money. We deserve better. Our plant-based braiding hair empowers women and hair care professionals with a hair extension that is not only more comfortable but generates less waste.

The role:

Revolutionize the hair extension industry with us. The Production Assistant plays a vital role at Rebundle and is responsible for assisting with the handcrafting and production of our plant-based braiding hair. The Production Assistant will work both independently and with a team, and their commitment to quality assurance, timeliness, and safety directly impacts the success of this enterprise.

Your responsibilities:

Production:

- Assist with small-batch production of braid better bundles
- Remove tangles and knots from braid better bundles using provided equipment
- Consistently and accurately weigh product components on an electronic balance
- Track order fulfillment and record production numbers and data in a precise and timely fashion
- Unpack boxes and bundle fibers using electronic balance
- Maintain production goals, keep up with deadlines and communicate progress throughout the process
- Follow all safety recommendations and guidelines and maintain the workspace in a clean and orderly manner

Other Responsibilities:

- Pack, ship, and handle products as needed
- Maintain cleanliness and organization of production workspace
- Additional duties and special projects as assigned
-

Skills and experience:

- Some cosmetology or college preferred
- Open to current high school students
- Adaptable, possesses a high tolerance for ambiguity, has integrity, and thrives in a fast-paced, start-up environment

- Attention to detail, self-starter, entrepreneurial spirit, can-do attitude and task-oriented
- Team player who can also work independently
- Basic multiplication and division knowhow, ability to read and follow directions
- Warehouse, production, or manufacturing experience a plus
- Must be able to stand, walk, carry and lift up to 30 lbs

Employee should have a valid driver's license, reliable transportation, and pass a motor vehicle background check. Additionally, employee should be available to work weekdays and or weekends.

How to apply:

Interested candidates, please send a resume to Ciara@rebundle.co with the Subject Line: Production Assistant.

Rebundle provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, Rebundle complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.