

## Job Description

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**APPLICANT MUST BE OVER THE AGE OF 21 FOR INSURANCE PURPOSES**

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<b>POSITION:</b>	ENGRAVER
<b>COMPANY:</b>	FRAME WORKSHOP
<b>CONTRACT:</b>	FULL-TIME or PART-TIME

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### **COMPANY OVERVIEW:**

The Frame Workshop has offered a bespoke picture framing service since 1997. We also have a trophy and engraving centre within the workshop where we provide our customers with a huge range of trophies, awards, glassware and much more – all of which we can engrave with personalised messages and images. We are a small team in a relatively small workshop looking for a new member to be the engraver.

### **POSITION SUMMARY:**

As the engraver you will be required to learn how to use at least two different engraving machines/software. One of which is for diamond-drag engraving and the other is for laser engraving.

You will predominantly be engraving trophies for various sporting events and schools – these may be existing trophies in which you will have to match the previous year's engraving as close as possible, or they may be new trophies which require your best judgement for the font, style, size, etc. Most items allow for one engraving attempt only as it is a permanent process, therefore a genuine interest in engraving is essential to maintain focus and accuracy on every job. Please refer to our website, [www.frame-workshop.co.uk/Engraving1](http://www.frame-workshop.co.uk/Engraving1), for further details about the different items you will be engraving and for an overview of the machines.

As the engraving area is located by the shop entrance, you will be expected to serve customers for engraving and also those picking up framing jobs. This is very straight forward but requires an in-depth understanding of how an item should be engraved to be best complimented.

Once you are comfortable with any and all engraving, if desired, you will be encouraged to undertake additional duties such as framing – training will be provided and your hourly rate will be adjusted accordingly.

### **REQUIREMENTS (ESSENTIAL):**

- B or above in GCSE Mathematics
- Extreme attention to detail
- Ability to quickly familiarise yourself with new software and machines
- Great communication skills for customer interaction
- Be able to generate innovative/creative ideas to meet customer requirements
- Base knowledge of different image file formats
- Competent in Microsoft Word and Excel

**REQUIREMENTS (DESIRABLE):**

- Previous experience with engraving machines/laser cutters
- Ability to manipulate images/logos to achieve a high quality finish

**BENEFITS:**

- Starting hourly rate of £9/hour
- 28 days holiday (including bank holidays)
- Shop is shut for approximately 10 days over the Christmas break
- Engrave your own items free of charge after hours

**HOW TO APPLY:**

If you wish to apply to this position please send an email to [matt@frame-workshop.co.uk](mailto:matt@frame-workshop.co.uk) with your CV attached and with the subject "Application for Engraver".

In the email please feel free to tell us a little bit about yourself and why you have applied to this position.

**NOTE: Your position is subject to a successful trial period of 3 months.**