

## **Job Description**

**Job Title:** Auto Trimmer/Convertible Technician

**Location Of Don's Auto Interiors, LLC:** 11937 S Cicero Ave, Alsip, IL 60803

**Work Schedule:** Monday through Friday 8:30 - 5:00, Over Time as required

## **Requirements**

1. Formal training / education in auto / boat upholstery.
2. Minimum of 5 years experience in the trim industry.
3. Experience and / or training in the installation of convertible soft tops of every kind.
4. Skills to perform quick and accurate work.

## **Summary of Duties**

- Vehicle trimmers make, install, repair, replace or modify the seats, upholstery, linings, interior trim, roof and door linings, and floor coverings of a vehicle.
- Must be able to work on cars, trucks, vintage vehicles, buses, caravans, trains, aircraft and boats.
- Must have the ability to operate low and high-speed industrial sewing machine(s) and have general knowledge and understanding of machine(s).
- Have the ability to take verbal and written direction(s) and understand the English language.
- Have the ability to read and understand measuring devices, job work orders and how that will relate to the cutting and sewing of materials in accordance to specific patterns and the inspection of materials and products being sewn.
- Must keep all parts together and keep track of all paperwork and parts that stay together.
- Must be able to keep records of products sewn.
- Must pay attention to details on the patterns in an effort to complete the assignment with a minimum of recuts (errors).
- Must be flexible to be cross-trained in other department(s) if company needs require it.
- Ability to work in a team environment to meet the company goals.
- Perform installation of convertible soft tops.
- Work in a busy environment and complete jobs quickly and accurately.

## **Other Functions:**

Daily organization and clean up of work area .

Daily disposal of work area garbage .