

FACTORY ENOVA - Fe
Orange County's First Membership Based Laser Engraving and Cutting Studio

Job Position: Laser Whiz

Factory Enova is looking for bright, responsible and enthusiastic individuals to fill our "Laser Whiz" position. The position is open to anyone over 18 years old with or without laser engraving or cutting experience. Artistic or creative abilities are a plus. We are looking to fill these positions by March 2013.

What is Factory Enova?

Factory Enova is the first membership based studio that provides members with access to laser engraving machines, instruction, and a community of creative and supportive people. To learn more, follow us on Facebook: www.facebook.com/FactoryeNova or visit our website: www.FactoryeNova.com

Responsibilities:

The Laser Whiz's duties include, but are not limited to:

- Greeting customers as they walk into the establishment
- Answering customers' questions via the telephone , email or in person
- Scheduling appointments for members
- Preparing class materials for Instructors
- Assisting customers with equipment usage
- Enforcing Factory Enova rules and policies
- Data entering
- Processing the transactions for membership, classes and retail sales
- Filing membership and class paperwork
- Working alone at times when other employees are not there.
- Reporting issues beyond position's authority to Factory Enova's Management immediately
- Performing other duties as assigned by management

Preferred Qualifications:

- Experience and/or course work in any of the following: CorelDraw, Illustrator, Photoshop, laser engraving, Solidworks, AutoCad or similar graphics software, architecture, artistic expression and/or photography...Creative arts background or inclination
- Successful administrative, sales or service experience such as working at a restaurant in the past
- Sound communication and exceptional people skills
- Innovative thinker who positively embraces change
- Basic to intermediate problem solving skills
- Maintains focus upon interruption
- Finds peace and purpose in making order out of chaos
- Basic to intermediate computer skills including Internet, Email, Google Calendars, Word and Excel
- Attention to details and great organizational skills

Compensation:

Starting pay is \$9-11/hour depending on experience

Benefits Include:

Free Membership, Free Classes & opportunity to be part of a fantastic start-up!

To Apply:

Click on the following link and complete the online form.

Link: ["FactoryeNova--Employee Application Form"](#)

Note: Only applications submitted in this manner will be considered. Not all applicants will receive feedback due to volume of applications. Thank you in advance for your time!

Note:

- Principals only. No recruiters.
- Please do not call about this job! Only email for additional questions.
- Please do not contact about other services, products or commercial interests.