



## Job Description

**Job Title:** Project Specialist  
**Reports To:** Director of Custom Brush  
**FLSA Status:** Exempt  
**Division:** Fuller Brush  
**Location:** Great Bend, KS  
**Effective:** February 25, 2016

**Summary:** This position coordinates all aspects of product development required for new business opportunities. Position is based in Great Bend, KS and reports to the Director of Custom Brush.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Gather all necessary specification information (includes obtaining information from blue-prints) from field sales and/or customer for new business opportunities.
- Prepare cost requests (CR) and submit to manufacturing engineering. Follow up to assure timely response. Discretion and individual judgment is required for proper selection of materials and designs.
- Develop price quotations after review of completed CR's with Division Director.
- 20% to 25% domestic travel required. Travel is with field sales to provide technical support as required for new business opportunities and/or customer complaints, and attendance at scheduled trade shows.
- Review cost increase requests and manufacturing rate changes submitted by manufacturing engineering and develop action plan.
- Work closely with Production and Planning in changing schedules as needed.
- Assist in the analysis of various business relate functions required for ISO compliance.
- Develop and maintain forecasts for all stock items. Discretion and individual judgment required.
- Prepare and assemble all support materials required for scheduled trade shows including graphics, literature and samples. Assure timely shipment of all materials and set up of booth at site.
- Analyze customer samples to determine how the product was made in order to obtain the specifications for costing purposes. Tools used will include calipers, micrometers, tape measure, etc.



- Prepare and process Custom Brush orders as required.
- Learn order entry system, MRP system, and support EDI.
- Backup Customer Service – process orders and answers phone calls as needed.
- Assist with the supervision of the Custom Service under the direction of the Department Director.
- Assist in development of literature and updating web site.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

#### Analytical –

- Synthesizes complex or diverse information;
- Collects and researches data.

#### Problem Solving –

- Identifies and resolves problems in a timely manner;
- Gathers and analyzes information skillfully;
- Develops alternative solutions;
- Works well in group problem solving situations.

#### Technical Skills –

- Assesses own strengths and weaknesses;
- Strives to continuously build knowledge and skills;
- Shares expertise with others.

#### Customer Service –

- Responds promptly to customer needs;
- Responds to requests for service and assistance;
- Meets commitments.

#### Interpersonal –

- Focuses on solving conflict, not blaming;
- Maintains confidentiality;
- Listens to others without interrupting;
- Keeps emotions under control;
- Remains open to others' ideas and tries new things.

#### Oral Communication –

- Speaks clearly and persuasively in positive or negative situations;
- Listens and gets clarification;



- Responds well to questions;
- Demonstrates group presentation skills;
- Participates in meetings.

#### Team Work –

- Balances team and individual responsibilities;
- Exhibits objectivity and openness to others' views;
- Gives and welcomes feedback;
- Contributes to building a positive team spirit;
- Puts success of team above own interests;
- Able to build morale and group commitments to goals and objectives;
- Supports everyone's efforts to succeed;
- Recognizes accomplishments of other team members.

#### Written Communication –

- Writes clearly and informatively;
- Edits work for spelling and grammar;
- Varies writing style to meet needs;
- Presents numerical data effectively;
- Able to read and interpret written information.

#### Change Management –

- Develops workable implementation plans;
- Communicates changes effectively;
- Builds commitment and overcomes resistance;
- Prepares and supports those affected by change;
- Monitors transition and evaluates results.

#### Delegation –

- Delegates work assignments;
- Matches the responsibility to the person;
- Gives authority to work independently;
- Sets expectations and monitors delegated activities;
- Provides recognition for results.

#### Leadership –

- Exhibits confidence in self and others;
- Inspires and motivates others to perform well;
- Effectively influences actions and opinions of others;
- Inspires respect and trust;
- Accepts feedback from others;
- Provides vision and inspiration to peers and subordinates;
- Gives appropriate recognition to others;
- Displays passion and optimism;
- Mobilizes others to fulfill the vision.



#### Quality Management –

- Looks for ways to improve and promote quality;
- Demonstrates accuracy and thoroughness.

#### Business Acumen –

- Demonstrates knowledge of market and competition.

#### Cost Consciousness –

- Contributes to profits and revenue ;
- Conserves organizational resources.

#### Diversity –

- Promotes a harassment-free environment.

#### Ethics –

- Treats people with respect;
- Keeps commitments;
- Inspires the trust of others;
- Works with integrity and ethically;
- Upholds organizational values.

#### Organizational Support –

- Follows policies and procedures;
- Completes administrative tasks correctly and on time;
- Supports organization's goals and values;
- Benefits organization through outside activities;
- Supports affirmative action and respects diversity.

#### Strategic Thinking –

- Develops strategies to achieve organizational goals;
- understands organization's strengths and weaknesses;
- Analyzes market and competition
- Identifies external threats and opportunities;
- Adapts strategy to changing conditions.

#### Adaptability –

- Adapts to changes in the work environment;
- Manages competing demands;
- Changes approach or method to best fit the situation;
- Able to deal with frequent change, delays, or unexpected events.

#### Attendance/Punctuality –

- Is consistently at work and on time;
- Arrives at meetings and appointments on time.

#### Dependability –



- Follows instructions, responds to management direction;
- Takes responsibility for own actions;
- Keeps commitments;
- Commits to long hours of work when necessary to reach goals;
- Completes tasks on time or notifies appropriate person with an alternate plan.

#### Judgment –

- Includes appropriate people in decision-making process.

#### Planning/Organizing –

- Prioritizes and plans work activities;
- Uses time efficiently;
- Plans for additional resources.

#### Professionalism –

- Approaches others in a tactful manner;
- Reacts well under pressure;
- Treats others with respect and consideration regardless of their status or position;
- Accepts responsibility for own actions;
- Follows through on commitments.

#### Quality –

- Demonstrates accuracy and thoroughness;
- Looks for ways to improve and promote quality;
- Applies feedback to improve performance;
- Monitors own work to ensure quality.

#### Quantity –

- Completes work in timely manner;
- Strives to increase productivity.

#### Initiative –

- Volunteers readily;
- Undertakes self-development activities;
- Seeks increased responsibilities;
- Takes independent actions and calculated risks;
- Looks for and takes advantage of opportunities;
- Asks for and offers help when needed.

#### Innovation –

- Displays original thinking and creativity;
- Meets challenges with resourcefulness;
- Generates suggestions for improving work;
- Develops innovative approaches and ideas;
- Presents ideas and information in a manner that gets others' attention.

#### Motivation –



- Sets and achieves challenging goals;
- Demonstrates persistence and overcomes obstacles;
- Measures self against standard of excellence;
- Takes calculated risks to accomplish goals.

**Safety and Security –**

- Observes safety and security procedures;
- Reports potentially unsafe conditions;
- Uses equipment and materials properly.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school equivalent plus 2 to 3 years of college level studies and/or 2 to 3 years experience reading blue prints and operating measuring equipment such as those used in a quality control or manufacturing process.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals in English. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public in English.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply a variety of instructions furnished in written, oral, diagram, or schedule form. Must be able to convert decimals and fractions.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual must be highly proficient when working with Microsoft Business Applications and customized spreadsheet software. Skill must be proficient to learn Computer Aided Drafting (CAD).

**Certificates and Licenses:**

Current and Valid Kansas Driver's License and Proof of Vehicle Insurance



**Supervisory Responsibilities:**

Assist with the supervision of the Custom Brush Department under the direction of the Department Director.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office area, moderate in the manufacturing area.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. Extensive use of computer keyboard. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

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Lisa Moeder, Director of Custom Brush

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Date

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Human Resources Representative

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Date