

Verne Q. Powell Flutes, Inc.
Open Positions List
Revised July 28, 2008

Sonaré Sales Specialist

Enhance Sonaré domestic sales efforts by expanding market share with existing accounts, adding new products to existing accounts, and opening new dealers. Efforts will be conducted by telephone, email, fax, and by occasionally visiting dealer locations. Support marketing events such as trade shows, music educator's conferences, and educational clinic tours. 1 – 3 years inside sales experience preferred, ideally in the music industry. Excellent multi-tasking, customer service, and phone skills are a must. Professional level brass or woodwind playing ability is a huge plus. BA/BS or equivalent education is required.

Key Assembler

Prepare and install keys to completed flute bodies as required. Specific duties include building and fitting sub-assemblies to flutes and installing springs and adjustment screws. Complete other duties as assigned. Experience working with small electronics or other parts, or handicraft experience such as needlework or jewelry making, is strongly preferred. Exceptional dexterity skills are a must. High school diploma preferred.

Polisher

Polish various flute parts manually or using machines as required. Polishing experience strongly preferred. Attention to detail and exceptional dexterity skills required. Experience operating disc and barrel tumbling machines preferred.

Body Maker

Build flute bodies, including rib and post soldering, ring and tonehole installation, and other tasks as required. Metalsmithing and/or jewelry making experience strongly preferred. Exceptional dexterity skills are a must. High school diploma preferred.

Director of Materials

Manage inventory operations, to include planning, purchasing, receiving, and inspections. Supervise materials department. Establish and manage vendor relationships, negotiate contracts, set and meet/exceed budget and inventory turn goals. Implement operating procedures and performance metrics for materials department. Bachelor's degree in a business discipline required, with preference for APICS and CPM certification. 5 to 7 years of experience in materials management, ideally in a manufacturing environment is necessary. Needs to have thorough understanding of MRP systems; familiarity with Intuitive is a plus.

Sonaré Sales and Marketing Administrator

Provide support and service to dealers and customers. Supervise the RMA process and address any concerns/shortfalls immediately. Act as primary Sonaré order entry person for Director of Sales & Marketing. Receive and process requests for spare parts and accessories. Stay up-to-date with our customer list maintenance using Constant Contact. Enter all leads into Intuitive. Compose and distribute newsletters for dealers and customers. Manage logistics of all trade shows and clinics. Assist Director of Sales and Marketing by contacting perspective music educators and artists to promote Sonaré products. Assist in maintenance of up-to-date competitive price information.

**To apply, please fax resume to 978 461 6155 or email maria@powellflutes.com.
For further information call Maria Stefanova, HR Director, at 978 461 6111 ext. 3109.**