



**Role:** R&D Assistant

**Type:** Manufacturing, R&D, Quality Control

**Hours:** Full-Time

**Location:** Chattanooga, TN and Fort Payne, AL

**Reports to:** Director of R&D

### **Job Description**

The R&D Assistant is responsible for working directly with the Director of R&D to provide any required support. The person in this role will be involved in the product development process and will also serve as a liaison with contracted manufacturers to ensure that product integrity remains intact.

### **Responsibilities:**

- Creel machines as needed
- Produce product samples for sales team
- Maintain final product samples
- Produce and maintain yarn maps
- Apprentice under Director of R&D to learn design programming
- Ensure facilities and equipment are organized and well maintained
- Perform manufacturer spot checks to observe quality, obtain product samples and complete compliance checklist
- Maintain and organize product samples from spot checks for quality review
- Provide troubleshooting support as needed to contracted manufacturers

### **The candidate must embody:**

- A quality character that will represent FITS® values to vendors and the public
- Strong organizational skills and detail orientation
- Strong project management skills
- Ability to work well as part of a team
- Ability to effectively manage partnerships
- A positive attitude and professional appearance and manner
- A posture of humility and learning

### **Other requirements:**

- Experience with Microsoft Office products

- Ability to learn and effectively use new software and other technology to manage operational processes
- Must have valid driver's license with clean driving record
- Must be able to lift at least 50 lbs.
- Must be able to travel at least 2 days per week (non-overnight)

*Interested applicants should send a resume and cover letter to [matt@fitssock.com](mailto:matt@fitssock.com).*