**Operations Generalist** 

***Looking for a career with a future?***

GM Quartz is a quartz machining and glassblowing shop located in Oakland, California. With a strong history of success and unwavering commitment to excellence, we have been in business for nearly 50 years! Admittedly, we could not have achieved our success without a devoted team of employees. We are a family-owned, women-owned business. Being family, our employees are also like family, allowed opportunities to grow and excel to their fullest potential. If you are looking for a home where you can make the most of your skills and expertise, we highly encourage you to apply today!

Location: Oakland, California Schedule: Full-time, M-F

**Job Description**

* Analyze and interpret blueprints and workorders for various operations
* Perform set-ups in one or more work centers
* Operate machinery in a safe and efficient manner per best practices
* Perform equipment/machinery maintenance
* Identify and report all machine issues, error messages and/or malfunctions
* Perform visual inspections on all machined parts to ensure they meet quality expectations
* Compliance to all safety procedures and report any issues to management
* Maintain clean and tidy work area to support 5S program

**Requirements**

* 2-year technical college degree/certification or equivalent machine shop experience a plus
* Ability to work independently with minimal supervision as well as in a team setting
* Ability to work in a fast-paced environment while multi-tasking
* Work well under pressure
* Good communication skills
* Ability to read and interpret engineering drawings/blueprints a plus
* Knowledge and experience with Geometric Dimensioning and Tolerancing desirable
* Detail-oriented and organized
* Must be reliable and responsible
* Good-natured, cooperative, trainable attitude

**Physical Requirements**

* Ability to stand, stoop, bend, twist and maintain a stationary position for prolonged periods of time
* Complete repetitive movements with hands, arms, wrists, shoulders, as necessary
* Must be able to work in industrial environment with no climate control
* Be exposed to sounds or noise levels that may be uncomfortable
* Lift, move, or transport items up to 50 pounds
* Ascend and descend stairs and ladders
* Specific visual abilities to examine parts and machinery
* Wear protective clothing
* Ability to work around dust, chemicals and other substances

**Employee Benefits**

* Machinist and Management training opportunities available to the right candidate
* Generous employee compensation & benefits packages
* Significant 401K profit-sharing program