

## **Workshop Assistant – Doraville, GA**

William Harris Lee & Co. is looking for a workshop assistant to join our team at our violin shop in Metro Atlanta (Doraville)! You won't just be repairing instrument cases, setting up rental outfits, and tidying the shop. You'll be ensuring young learners are set up with the highest quality rental outfits to help develop their skills, as well as keeping the store looking spectacular as we showcase our fine instruments. And when a rental instrument outfit needs maintenance or repair, you'll ensure it gets meticulous, expert care in our workshop. We have a talented, dedicated team, beautiful instruments, and great customers. If you have a learning mind; are conscientious, detail-oriented, and energetic; and a music lover who wants to help young musicians experience the joys of music, come join us!

### **What You'll Be Doing**

- Primary duties will be rental case repair and refurbishment, rental instrument outfitting, instrument delivery, keeping the showroom and office clean, organized, and attractive, and assistance with shipping and twice-yearly inventory.
  - Case inventory "detailing" - clean and repair cases to specified quality control standards.
  - Instrument "outfits" - prepare instrument outfits when instruments are ready, following quality control checklists.
  - Deliveries - Pack and/or unpack vehicles in preparation for trips and events and deliver instruments as needed. Keep accurate records of instruments delivered and returned.
  - Cleaning - Provide a clean, organized and inviting environment for both customers and coworkers. Duties include vacuuming, sweeping, mopping, taking out garbage, cleaning bathrooms and kitchen.
  - Stockroom inventory and instrument materials- keep orderly and organized, bench area clean and neat, items properly tagged, sorted, stored.
  - Shipping - receive, unpack, organize shipments and log according to procedures; pack and ship out orders following quality control checklists.
- Primary requirement is a teachable spirit: the ability and desire to learn, and follow established WH Lee shop methods, standards, and specifications.

### **Essential Qualities**

- Dedication and deeply felt responsibility to delivering the highest standard of quality.
- Positive outlook, embodying respect for customers and colleagues, and viewing problems as opportunities for creativity and ingenuity.
- Highly detailed, organized, and conscientious, excellent time management
- Ability to work with calm efficiency.
- Professional and proactive, with integrity and honesty.
- Ability to work independently as well as part of a team.
- A clean driving record and valid license, for using a company vehicle for school/teacher visits.

### **Environment & Physical Demands**

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

- Constant walking and standing; frequent bending, stooping, and reaching
- Strong sensory skills, such as good eyesight, good hearing, and dexterity
- Ability to consistently lift over 35 lbs.

Job Type: Full-time (40 hours a week)  
Work authorization: United States (Required)  
Work Location: 4016 Flowers Road, Suite 430, Doraville, Georgia 30360  
Benefits: Health & dental insurance, Paid time off, Store discounts  
Schedule: Monday through Friday 9am-6pm

### **About Us**

Since our founding, William Harris Lee & Company has become the leading workshop in the tradition of the great violin houses which combines European craft and American ingenuity. As makers and dealers of fine string instruments, we focus on providing our community with incomparable value to meet the needs of every musician. We are passionately dedicated to high quality string education and bringing great instruments into the hands of string players of all levels, so they can bring great music to the world! Serving our community is at the heart of our business and why we provide space for artistry and inspiration at our shops in Chicago, Wilmette, and Atlanta. We encourage teamwork to advance the practical wisdom and expertise of our employees. Our team members come from seven countries in Europe, Asia, and Latin America as well as ten states in the Continental United States. Together we are artists in violin making, restoration, and repair, as well as musicians and music educators.

### **THE W. H. LEE & CO. MISSION**

To enrich life through the joys of music in ways that nurture growth for our community.

### **W. H. LEE & CO. CORE VALUES**

We believe in cultivating passion and quality in all that we do. We are devoted to learning and sharing our knowledge to support every employee, every customer, every teacher, every student. We embrace innovation and creativity as essential factors for success.

Interested individuals should send an e-mail with attached resume to [info@whlee.com](mailto:info@whlee.com). Potential candidates will be contacted to schedule interviews.