

Custom Picture Framer

At Gemini Builds It! we've been bringing our customers' visions to life for 50 years and framing is our signature specialty. Designed and built with an unmatched level of expertise and care, our custom-framed works of art grace the walls and halls of art galleries, private galleries, luxury homes, corporate offices, hospitality suites and just about anywhere fine art is displayed.

Our custom framing department continues to grow year after year, and our expanding client base of artists (local, regional, national and international), designers (corporate and residential), museum curators, and others increasingly choose Gemini for their custom design environments.

As a Custom Picture Framer, you will use your framing expertise to create and execute customer picture frame orders. If you love art, have a minimum of two years of custom framing experience, and are ready to take your framing skills to the next level, we are adding to our team.

We offer a dynamic work environment with room for growth, a full slate of employee benefits, and a Monday – Friday work schedule.

Primary Responsibilities:

- Developing creative framing ideas and customizing framing orders according to customer wants and needs.
- Completing framing orders as specified by clients.
- Preparing and entering quotes for orders using Lifesaver software, ensuring quotes are competitive but within profit guidelines. Assisting in entering frame room orders in FACTS (Company Software)
- Ensuring critical details are communicated to sales, customer, & production

Required Experience and Skills:

- Minimum of two years of custom framing experience.
- Experience with Full Calc, Lifesaver, FACTS or other estimating software a strong plus.
- The ability to thrive in a fast-paced environment.
- High attention to detail.
- Must be able to stand up to 8 hours/day and lift up to 30 lbs.
- Safety conscious.
- Team oriented, bringing a positive, forward-thinking approach to work every day.
- Excellent working environment and opportunity for growth!

Benefits:

- 401(k) & 401(k) matching
- Health, Vision, & Dental insurance
- Employee discount
- Life insurance
- Paid time off
- Referral program

To apply please send resume to: humanres@geminibuildsit.com