



## JOB POSTING

<b>Position:</b>	<b>Embroidery Operator</b>
<b>FLSA Status:</b>	Non-Exempt
<b>FT/PT Status:</b>	FT or PT

### **Position Summary:**

The Embroidery Operator is responsible for operation and care of assigned computerized embroidery machines under the direct supervision of the Production Supervisor and Senior Embroidery Operators. The Embroidery Operator must at all times uphold and promote Thread Branders values: Professional Service, Quality Products, On Time.

### **Essential Duties and Responsibilities:**

- Operate Barudan computerized multi-head embroidery machinery to complete daily assignments under the direct supervision of the Senior Embroiderers while observing strict safety procedures.
- Complete all items on the daily schedule as expected by the Production Supervisor. Consideration is given for internal problems that may occur such as machine breaks, power outages, schedule changes, etc.
- Install program design and upload files into embroidery machine.
- Complete design runs to include: hooping, backing, thread/bobbin changes and inspecting for overall quality.
- Counting of materials and final count, folding, and packaging of finished product.
- Post design run: trimming and backing material and threads.
- Provide care and maintenance of embroidery machines.
- Inform supervisor as problems surface for support and resolution.
- Maintain a neat and clean work area.

### **Teamwork and Culture:**

- Perform as a team member to ensure all tasks are completed as required and department runs smoothly.
- Ensure all finished products meet Thread Branders standards and expectations.

### **Qualifications:**

- Knowledge of overall embroidery process; at least 2-3 years' experience using embroidery machine.
- Basic customer service skills (internal and external).
- Ability to work in a fast-paced environment.
- Attention to detail.