



Embroidery Specialist / QC

- Are you an impact player who has a sharp attention to detail?
- Are you a hard-working individual who likes to be challenged on a daily basis?
- Are you a difference-maker who likes to work in a fast-paced environment with shifting priorities and deadlines?

If this sounds like you, we would like to talk with you about joining our Team as an Embroidery Quality Control Specialist.

As an Embroidery Specialist, you make the Sew & Sew Embroidery brand come alive by providing customers with high quality embroidery on a wide variety of products using computerized, multi-head embroidery machines in a manufacturing environment.

Sew & Sew Embroidery is a global brand manufacturer providing high-quality imprinted promotional products and branded merchandise at cost-effective prices, along with the highest level of customer service in the industry. Our team invests the time and energy to meet and exceed our customers' expectations in everything we do. Collectively we are one team that makes a dynamic impact.

We are looking for impact players and difference makers. The Embroidery Specialist should have a positive attitude and a strong sense of detail.

- Serious Applicants Only
- Previous warehouse, screen print or industrial embroidery experience preferred

Shift Hours: 8:00am – 4:30pm

Position Summary

To perform final trimming and packaging of orders, maintaining a high-level of quality control, and to assist Embroidery Machine Operators in producing orders.

Job Responsibilities

- Focus on Quality Control Inspection (QCI) of all merchandise produced before order is shipped
- Trim embroidered merchandise for loose threads and backing material used in production process
- Finishing services – fold, bag, label, steam, etc as required on work order
- Sort & package items per shipping specs contained within the work order including drop shipments
- Assist Embroidery Machine Operators setup threads, unpack garments, etc and prepare for new orders to be produced
- Consistency for premium quality of work, a keen eye for detail and on time delivery are a *top priority*
- Verify completed goods against work order and sign off paperwork
- Understands production workflow and job processing efficiency
- Maintain clean and safe workspace
- Other duties as assigned by supervisor

Qualifications

- High School Diploma or GED
- Physical agility and stamina to stand 8 to 10 hours per day, walk, bend for extended periods, and lift (up to 30+ pounds frequently)
- Basic oral and written communication skills, capable of reading a work order and comprehending simple instructions
- Demonstrates accuracy and thoroughness, pays close attention to detail
- Basic math skills – ability to add, subtract, multiply, and divide using whole numbers
- Well-organized, work efficiently and task oriented, capable of multitasking
- Able to communicate with employees and supervisors at all levels
- Ability to work in a fast-paced environment, identify and recommend new or better processes to finish jobs faster
- Strong work ethic, must be a team player and have a positive "Can do" attitude, self-motivated and willing to help others
- A flexible and versatile team player willing to maintain a professional looking and clean work environment

Benefits

- Competitive pay wage commensurate with experience
- Full-time or Part-time
- Holidays
- Vacation
- Referral Program
- Employee discounts
- Air-Conditioned facility
- Conditions: Waiting period may apply, only Full-time employees eligible

Schedule

- Full-time position – 5-day work week – Monday through Friday, typically 8:00am - 4:30pm
- Available and able to work additional hours as necessary and required to meet production demands
- Flexible hours

Job descriptions may change throughout the course of employment. The job description may not be formally updated unless there is a substantial change to duties.

This is an at-will position, meaning that both Sew & Sew Embroidery and all employees working in this position will always be free to end the employment relationship at any time and for any reason, without any advance notice.

Sew & Sew Embroidery is an equal opportunity employer based in Northeast Ohio.