



**Embroidery Production Specialist** Wanted at Sew & Sew Embroidery

Are you an experienced embroidery professional skilled in operating multiple head embroidery machines and creating decorative designs on customized promotional products? Are you an enthusiastic individual with a positive attitude seeking a new opportunity? If so, we want you to join our team at Sew & Sew Embroidery in Kent, OH.

**Job Purpose:** As an Embroidery Production Specialist, you will be responsible for operating semi-automatic sewing machines with multiple-sewing heads to embroider decorative designs and logos on promotional merchandise. You will be working in a manufacturing environment and will play a key role in ensuring the quality of embroidered apparel according to company quality guidelines.

**Duties and Responsibilities:** In this role, you will be responsible for:

- Reading work orders to determine the type and location of embroidery, as well as thread colors and color sequence needed
- Verifying production orders against purchase orders to confirm accuracy of the logo, garments, sizes, and colors
- Placing spools of thread on required spindles of each sewing head and drawing thread through machines
- Using the Work Order system to retrieve embroidery files noted on work orders and uploading logos into embroidery machines for each run
- Loading each item appropriately onto a hoop that is properly attached to a corresponding sewing head
- Depressing start/stop buttons to control the production process
- Observing sewing operations to detect defects in stitching and notifying the embroidery decoration supervisor if unable to correct the issue
- Maintaining proper bobbin tension on bobbin casings
- Oiling bobbin hooks and changing needles
- Utilizing supplies such as threads, stabilizer backings, foam, etc. to complete decorated orders

**Qualifications:** To be considered for this position, you should have:

- Sewing skills preferred

- Experience in a production environment preferred
- Well-organized, efficient, task-oriented, and capable of multitasking
- Mathematical skills, including the ability to read a ruler
- Visual acuity
- Ability to walk and stand for an 8-10-hour shift
- Manual dexterity to grasp, pinch, and pull
- Ability to consistently reach minimum production requirements
- Enthusiastic, positive person who embraces work with a sense of urgency and persistence
- Lifting/carrying up to 30+ lbs. may be required to meet daily requirements

Schedule: This is a full-time position, and the schedule is Monday-Friday, 8:30AM-5:00PM.

**Benefits:** Our comprehensive benefits package for eligible full-time employees includes:

- Affordable medical, dental, and vision plans
- Paid vacation
- Paid holidays
- Paid absence/sick time (PTO)
- Employee discount on apparel
- Clean, climate-controlled work environment
- Casual dress code – no uniforms!

Equal Employment Opportunity: Sew & Sew Embroidery provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Sew & Sew Embroidery complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Sew & Sew Embroidery requires all candidates to pass a pre-employment drug screen and background check.

Apply now to join our team and start your career as an Embroidery Production Specialist at Sew & Sew Embroidery!