

## **Embroidery Machine Operator**

A Logo For You, 100 Stafford Court, Williamsburg, VA, has another exciting employment opportunity for you. We are seeking an energetic, fast paced, **dependable** FULL TIME Embroiderer to add to our multi talented staff. Position available is Full Time, Monday through Friday, 8:30 to 5. Occasional overtime is required during peak season(s). If you are a hard working, well organized, fast paced, multitasking **TEAM PLAYER** that has great communication skills, contact us today.

### **Job responsibilities include but are not limited to the following:**

- Checking in goods
- Machine set up
- Loading job files to computer
- Loading thread
- Hooping apparel
- Running single head and or multi-head Tajima embroidery machines in a production environment
- Inspecting/finishing/trimming
- Folding/bagging
- Matching garment styles, pantone colors with thread and quantities based on customer order information
- Read work orders or receive and listen to oral instructions to determine work assignments
- Take direction and instruction from senior embroidery staff and management
- Confirm order accuracy by checking order documentation and verifying each order by item
- Look for quality flaws and inform leadership of products with damages and/or unsuitability
- Move product to designated staging or finish area
- Daily and weekly preventive maintenance and cleaning of embroidery machines
- Maintain inventory of embroidery supplies
- Observe safety rules and regulations
- Other tasks as assigned

### **Qualifications:**

- Strong organizational skills with the ability to quickly and effortlessly switch between tasks and priorities as needed or instructed
- Strong attention to detail with very good hand/eye coordination
- Very good computer skills (Microsoft Office, Outlook, Corel, Adobe Illustrator, preferred)
- Experienced Embroiderers will mentor, train and lead junior embroidery staff
- Ability to stand and/or walk around for up to 8 hours a day
- May on continuous basis bend, push, pull and lift 40+ lbs while practicing proper safety procedures.
- Position requires the individual to be ready to start work on-time every day.
- Team player is a must.

- Reliable transportation a must

**Job Types:** Full-time

**Benefits:** Paid holidays after 90 days, 5 days PTO after one year, Simple IRA plan

**Salary:** \$12.00 to \$18.00 /hour