

# Embroidery Machine Operator

## Position Summary

The Embroidery Machine operator is responsible for the production of embroidered textiles. This person must be able to work with single and multiple head embroidery machines. You would be responsible for following written orders regarding placement, thread color, size of embroidery, etc. The Embroidery Machine Operator reports directly to the SwiftStitch & TeamTwill Manager.

## Abilities Required

- ★ Read & understand English and be familiar with industry, norms, standards, applications, language, and terminology.
- ★ Experience with Melco & Tajima Embroidery Equipment.
- ★ Experience with Design Shop 10 embroidery software.
- ★ Basic Computer Skills.
- ★ Ability to effectively and comfortably communicate with co-workers.
- ★ Time management and organizational skills.
- ★ Ability to operate under pressure and time constraints.
- ★ Be comfortable on your feet for the duration of your shift.
- ★ Be able to lift up to 50lbs.

## Specific Responsibilities

- ★ Read and understand IHWO (In-House Work Order).
- ★ Embroider order as indicated on IHWO (In-House Work Order).
- ★ Saving the digitized files & routinely backing up the computer(s).
- ★ Keep embroidery production supply inventory organized.
- ★ Perform daily shift maintenance.

## Key Performance Indicators

- ★ Consistently showing up for work on time and putting in extra time when required
- ★ Maintaining 99% accuracy on orders
- ★ Hitting and maintaining mutually agreed upon daily, weekly, and monthly production metrics.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.