Job Title: Embroidery and Sewing Assistant

Company Overview:

We are a print shop offering a wide range of printing and customization services to our valued customers. As an Embroidery and Sewing Assistant, you will be an integral part of our production team, responsible for supporting embroidery and sewing operations. Your attention to detail, sewing skills, and teamwork will contribute to the successful execution of embroidery and sewing projects.

Job Summary:

As an Embroidery and Sewing Assistant, your primary responsibility will be to assist in embroidery and sewing tasks to create custom products for our clients. You will work closely with the embroidery and sewing specialists to ensure efficient production and delivery of high-quality embroidered and sewn items.

Responsibilities:

1. Material Preparation: Assist in preparing materials for embroidery and sewing, including organizing fabrics, threads, and other supplies required for each project.

2. Embroidery Support: Collaborate with the embroidery specialist to set up embroidery machines, load designs, and prepare fabrics for embroidery.

3. Sewing Assistance: Assist the sewing specialist in setting up sewing machines, selecting appropriate threads, and ensuring proper stitching techniques for different projects.

4. Quality Control: Inspect finished embroidered and sewn products for quality assurance, identifying any defects or inconsistencies, and making necessary adjustments.

5. Machine Maintenance: Assist in routine maintenance of embroidery and sewing machines, ensuring they are in optimal working condition. Report any technical issues to the supervisor promptly.

6. Production Workflow: Follow production schedules and work with the team to ensure timely completion of embroidery and sewing orders.

7. Cleanup and Organization: Maintain a clean and organized work area, including organizing supplies and keeping workstations tidy.

8. Collaboration: Work closely with the embroidery and sewing specialists, as well as other team members, to support their efforts and ensure a smooth workflow.

9. Record Keeping: Maintain accurate records of completed work, materials used, and any necessary documentation.

10. Safety Compliance: Adhere to all safety guidelines and protocols to create a safe working environment for all team members.

Requirements:

1. Sewing Skills: Proficient in sewing techniques and experience in using sewing machines.

2. Attention to Detail: Strong focus on precision and accuracy to ensure high-quality embroidered and sewn products.

3. Time Management: Excellent time management skills to meet production deadlines and customer orders.

4. Team Player: Ability to work collaboratively with the embroidery and sewing specialists and other team members.

5. Physical Stamina: Capable of standing for extended periods and performing manual tasks involved in embroidery and sewing.

6. Adaptability: Willingness to learn and take on new responsibilities in a fast-paced production environment.

7. Previous Experience: Prior experience in embroidery, sewing, or a similar production environment is a plus, but not required as on-the-job training will be provided.

Join our team as an Embroidery and Sewing Assistant, and be a part of our commitment to delivering high-quality custom products to our valued customers. Your sewing skills and dedication to detail will be crucial in enhancing our production capabilities and ensuring customer satisfaction.