

# Embroidery Production Manager

## Job description-Nov 2024

### Description

Are you an experienced Embroidery Production Manager? Do you want to work with new Tajima equipment? We are looking for an Embroidery Production Manager for our facility in Raleigh, NC. This is an exciting opportunity to be a part of our growing organization where creativity and hard work are appreciated and rewarded and offers upward mobility and growth opportunity

### Key Responsibilities:

#### Production Planning and Scheduling:

- Schedule and manage embroidery production to meet client deadlines and production goals
- Prioritize orders and allocate resources effectively to ensure on-time delivery
- Adjust schedules based on machine capacity and workforce
- Set up machinery for operation
- Manage inventory levels of embroidery supplies, including thread, backing materials, and needles.
- Troubleshoot issues and coordinate maintenance of machines ensuring minimal downtime

#### Team Leadership and Staff Management

- Supervise and manage a team of embroidery operators, trimmers, and other production staff
- Provide training, coaching and performance feedback to team members
- Maintain a productive and positive work environment, fostering teamwork and collaboration
- Enforce safety measures and train staff on equipment usage and handling of materials

#### Quality Control:

- Ensure the highest level of quality in all embroidered products by overseeing the quality control process
- Identify and troubleshoot any issues related to stitching errors or equipment malfunctions
- Edit or coordinate editing of embroidery designs
- Maintain client brand standards and ensure compliance with customer specifications

## **Process Improvement:**

- Continuously evaluate production processes and identify areas for improvement
- Implement changes to optimize workflow, reduce production time and increase overall efficiency

## **Reporting and Communication:**

- Provide regular reports on production metrics, output and efficiency
- Address any customer complaints or concerns related to product quality or production timelines
- Communicate with upper management, and sales teams to ensure production aligns with customer expectation and quality standards

## **Required Experience**

- Must have 4+ years of Embroidery Production Manager experience
- Must be a team player, helping others as needed, be a self-starter, and look for opportunities to increase efficiency and production output; “time = money” mentality
- Digitizing experience a plus
- Bilingual English/Spanish a plus
- Ability to lift boxes up to 40 pounds, to bend, and to stand or walk for long periods of time required

## **What's in it for you:**

- Industry-high pay rate of \$65,000-\$90,000 a year depending on experience
- PTO/Holiday pay
- Monthly stipend for health benefits
- 401K
- Paid time off
- Brand new, state-of-the-art Tajima machines
- Supportive culture with opportunities for growth!

## **More about PSG Inc.**

PSG Inc., a wholly owned subsidiary of Geiger Corporation, is a leading provider of branded merchandise and recognition and incentive solutions. As a team member you can expect a positive culture of ingenuity, inclusion, and relentless determination. We also offer:

- **Career Paths:** At PSG Inc., we love promoting from within. Internal promotions are the key to our exponential growth in the last few years.
- **Culture:** We strive to provide a company culture that is second to none! We are collaborative, supportive, diverse, and most importantly, fun! We celebrate wins, both individual wins and team wins!

- Work-Life Balance

Job Type: Full-time

Pay: \$65,000.00 - \$90,000.00 per year

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Raleigh, NC 27609: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- How many years of Embroidery Production experience do you have (Numerical value required)?

Experience:

- Working on a Tajima embroidery machines, 36 heads total: 3-5 years (Preferred)

Work Location: In person

Contact: Julie Stinson 207.755.2979