

Proposed Position Description

Full-time production/machine operator

Full time embroiderer		Hours: 40 hours a week	Full-time Position Monday - Friday
Reports to:	Operations Manager	Location:	Greymouth
Start date:	TBC	Department:	Production
Primary Purpose of Position			
We are looking for an honest, reliable new employee for our production department. The machine operator will be responsible for operating the embroidery machines to ensure all embroidery jobs are completed in a timely manner and to a high standard, to enable us to provide exceptional service to all our customers.			

Key Responsibilities & Duties (What are the regular duties of the position?)
<p>Major responsibilities include but are not limited to:</p> <p>Running embroidery machines</p> <ul style="list-style-type: none"> • Framing goods, placing in machine, unframing, trimming & folding • Checking quantities & quality control • Liaising with production manager regarding orders • Monitor job deadlines • Operating Wilcom digitising program • Ensure the embroidery area meets the business health & safety policies <p>Machine Maintenance</p> <ul style="list-style-type: none"> • Weekly maintenance of embroidery machine • Trouble -shoot small machine problems. • Daily oiling of machines <p>Other duty's if and when required</p> <ul style="list-style-type: none"> • Operate heatpress machine • Cleaning and tidying of area • All other duties as required by the production or operations manager <p>Contribute to the Business direction</p> <ul style="list-style-type: none"> • Participate in daily area toolbox meetings. • Participate in weekly full staff meetings. • Meetings with managers to discuss KPI's and areas for improvement <p>General</p>

- Physically fit and the ability to work on your feet for long periods.
- Be hard working, accurate, reliable and on time
- Have to ability to multitask & prepare the next job while one is running.
- An eye for detail
- Strong organizational, recording & time management skills.
- A great team player who will go the extra mile to get the job done.
- Good communication skills
- Ability to read and interpret job instructions accurately.
- Strong customer service ethic
- Motivated and energetic with determination to meet deadlines.

Employee benefits

- Being part of a dedicated team and providing a nationwide service. We celebrate successes together with delicious meals cooked by management for reaching milestones, achieving monthly targets and new records.
- Employees receive 2 weeks off over the Christmas closedown period.
- We celebrate with an end of year lunch.
- Other benefits include a generous staff discount on all our brands.
- Flexibility around work hours.

This is a full-time Monday - Friday position
Hours to be completed between 7am-5pm

This is an exciting opportunity with potential for growth in the role. If you feel you are ready for the challenges and rewards of this position, please email: jonathan@westpeak.co.nz

Please include a cover letter, your CV and contact details of your referees.