

Proposed Position Description

Part-time embroiderer

Part-time embroiderer		Hours: 25 hours a week	Part-time Monday - Friday
Reports to:	Operations Manager	Location:	Greymouth
Start date:	TBC	Department:	Production
Primary Purpose of Position			
<p>We are looking for a honest, reliable new employee for our branding 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.</p>			

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

General

- 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 part-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.