

## **JOB SPECIFICATION**

<b>JOB TITLE:</b>	<b>EMBROIDERER</b>
<b>REWARD BAND:</b>	<b>£12,500 - £17,680 (plus overtime)</b>
<b>HOURS:</b>	<b>Basic 42hour week</b>
<b>HOLIDAYS:</b>	<b>20 days holiday pa (plus statutory bank holidays)</b>

### **PERSON SPECIFICATION:**

- Basic numeracy and literacy
- Embroidery experience – preferable, but not essential
- Quick to learn
- Excellent organisational skills
- Ability to multi-task and work to deadlines
- Attention to detail/accuracy
- Basic understanding of IT
- Communication skills
- Caring
- Flexible
- Teamplayer

## **JOB DESCRIPTION:**

### **Job Summary:**

To process and check orders for embroidery decoration in accordance with company service levels. To prepare, embroider and trim garments with customer's logo, whilst ensuring embroidery procedures, product plan, embroidery design sheets and work sheets are adhered to. Follow health & safety procedures and maintain tidy work areas.

### **Job Content:**

#### Most Frequent Duties In Order Of Importance

- Work to Embroidery Objectives
- Adhere to production plan, embroidery design sheets and work sheets
- Embroider garments following the embroidery procedures
- Program machine and update
- Process and check garments
- Ensure quality standards are met
- Trim garments and remove ring mark
- Maintain safe storage of origination disks
- Record errors, wastage and work completed
- Carry out repairs to embroideries
- Maintain & clean embroidery machines
- Clean & tidy work area

#### Occasional Duties In Order of Importance

- Cover for embroidery packing
- Attend to all tasks commensurate with the role
- Any additional duties that reflect the business needs

**Responsible to:** Production Manager