

Job Description for:

Based at: Purnaa Enterprises Pvt Ltd

Title: Embroidery and Digitization Specialist

Reports to: Sewing Production Manager

Job purpose: To receive design files from Purnaa's customer and create digitized embroidery files in a high quality, accurate, and timely manner.

Key responsibilities and accountabilities:

1. Digitize Embroidery Files
 - a. Receive digital art files from either Purnaa Customers, Sales Team members, or Project Managers.
 - b. Within 48 hours, digitize art files using Melco Design Shop V11 software or equivalent and provide these files to the Embroidery Technician.
 - c. Test newly digitized designs to ensure they meet customers' quality expectations.
 - d. Work in coordination with Project Manager & Sales Team.
2. Create Samples
 - a. Create Samples for Purnaa customers that are attractive, high quality, and easily producible.
 - b. Troubleshoot difficult designs or quality issues to ensure that customers expectations are met.
3. Embroider Purnaa Products
 - a. Alongside the Quality Control (QC) department, understand the quality and design requirements of the product.
 - b. Embroider products to meet customer quality and timeline requirements.
 - c. Quality check embroidered products and problem solve any issues that arise.
 - d. Provide feedback to the Digitizer to improve the quality of files received.
4. Develop Embroidery at Purnaa
 - a. Learn about the equipment's capability and make sure it is used to the fullest potential.
 - b. Provide suggestions for how to expand the embroidery department's capabilities.
 - c. Provide suggestions for how to improve standards and processes.
5. Serve as a backup to the Printing Technician
 - a. When the Printing Technician is unavailable, serve as a backup technician on all equipment including but not limited to: industrial printer, sublimator, heat presses, and laser engraver.
 - b. Cross train Printing Technician to be able to serve as an Embroidery Technician.

Minimum Qualifications:

1. Able to read and write in English at an advanced level.
2. Ability to self-train on new software using online videos, tutorials, and forums.
3. Familiarity with graphic design software (illustrator, photoshop) and/or embroidery software a must.
4. Work independently & contribute to problem solving on embroidery related issues.
5. Be the focal person for Embroidery Department.
6. Experience digitizing logo designs for embroidery, specific experience with Melco machines a plus

Working Hours: 8:30am – 5:30pm on site. Some early or late shifts may be required depending on production orders.

Salary Range: Nrs 25,000 – Nrs 35,000