

Purnaa Enterprises Pvt.Ltd  
**Job Description:** Sublimation Printing Technician  
**Reports to:** Production Manager

**Company Overview:**

Purnaa is a World Fair Trade Guaranteed company, an ethical manufacturer of products that export to North America, Australia, New Zealand, and Europe. We are passionate about ethically manufacturing high-quality products and creating job opportunities for marginalized people in Nepal.

**Job purpose:**

To operate Sublimation Equipment in Purnaa's printing department to fulfill customer orders.

**Fit Description:**

The focus of this role is to support Purnaa's other production departments by providing accurate and timely printed fabrics and materials. As a Sublimation Technician, you enjoy completing tasks and are passionate about doing excellent work. You are detail-oriented and can work independently. You can operate complex machinery and enjoy learning new things. Being self-motivated and detailed are your strong suits.

**Key responsibilities and accountabilities:**

1. Fulfill printing orders correctly in a timely and efficient manner
  - a. Receive artwork files and order forms. Prepare artwork for sublimation printing.
  - b. Print artwork onto sublimation paper. Ensure the best use of paper.
  - c. Operate heat calendar machine to sublimate artwork onto fabric.
2. Operate laser engraver
  - a. Receive artwork files and order forms. Prepare artwork for laser engraving.
  - b. Gather and, if needed, cut out necessary materials
  - c. Operate the laser engraver to engrave artwork onto materials.
3. Assist in cutting out materials
  - a. After sublimation and laser engraving, cut out printed materials to prepare for sewing.
  - b. Bundle all materials together by order and hand them to the sewing team.
4. Maintain equipment
  - a. Perform routine and emergency maintenance on the Printer, Calendar, and Laser Engraver to ensure machines are always available to process orders.

**Qualifications:**

1. Experience operating sublimation equipment
2. Excellent computer skills (Photoshop, Adobe Illustrator, Excel, Email, and others)
3. Able to read and write in English.
4. Highly organized and attentive to detail
5. Self-directed and able to work well with others to get things done
6. Ability to work under pressure and meet deadlines

**Working Hrs:** Monday – Friday, 8:30 am – 5: 30 pm. Additional hours may be necessary to meet deadlines.

**Salary:** Nrs 25,000 – Nrs 32,000

**Benefits:** Lunch is served daily, tea breaks, values training, transportation, and other allowances.

**Contact:** If interested, please e-mail your application and CV to [www.purnaa.com/application](http://www.purnaa.com/application) or call the Purnaa Human Resources Manager at +977- 9820104246.