

**Job Description for:**

**Based at:** Purnaa Enterprises Pvt Ltd

**Title:** Embroidery Technician

**Reports to:** Sewing Production Manager

**Job purpose:** To embroider Purnaa products in a high quality, accurate, and timely manner.

**Key responsibilities and accountabilities:**

1. Embroider Purnaa Products
  - a. Receive digitized embroidery designs from the Digitizer.
  - b. Alongside the Quality Control (QC) department, understand the quality and design requirements of the product.
  - c. Embroider products to meet customer quality and timeline requirements.
  - d. Quality check embroidered products and problem solve any issues that arise.
  - e. Provide feedback to the Digitizer to improve the quality of files received.
2. 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.

Working Hours: Monday – Friday 8:30am – 5:30pm. Overtime, late hours, or part time may be required to meet customer deadlines depending on order volumes.

**Qualifications:**

1. Careful and detailed person who can independently operate industrial machinery.
2. Able to read and write in English at a basic level.
3. Able to operate a computer. Familiarity with graphic design software (illustrator, photoshop) or embroidery software a plus.