

Position: **Embroidery Machine Operator**
Location: **35 Orlando Blvd, Richmond Hill, ON, L3T 7R6**

We are currently looking for an Embroidery Machine Operator to join our team for the day (Monday-Friday from 6:30 a.m. – 3:00 p.m.) within our Embroidery department. Reporting to the Decoration Production Supervisor, the ideal candidates will have experience in operating Tajima embroidery machine and basic hooping skills for caps and garments.

Key Responsibilities:

- Operate multi-head embroidery machinery
- Responsible for the setup of the machine
- Run one sample for approval before processing the entire order
- Threading the right colours at each machine
- Ensure that plastic hoops are properly placed on the garments to specifications
- Verify picked goods are correct by comparing and verifying order number and make sure the right goods are being used
- Cooperate with other staff members to ensure orders are properly completed
- Assist in the Heat Seal area as required by operating the heat seal press
- Assist the Decoration Production Supervisor as required

Qualifications/Requirements:

- Completion of Grade 12 preferred
- Able to operate an embroidery machine independently – training provided
- Basic hooping skills required for caps and garments
- Experience in working with multi-head embroidery machinery an asset
- Ability to multi-task and perform under deadlines
- Good English communication skills and ability to pay attention to detail
- Working in a warehouse environment and must comply with Safety Regulations
- Demonstrate flexibility with seasonal work schedule

We Offer: Training, Medical, Dental and Extended Health Care Benefits (upon successful completion of the probationary period), GRRSP matching program, Product Discounts (Under Armor, Puma, Champion, Columbia extra), Social Events, Mentoring Program

How to Apply:

Interested applicants please submit your resume and cover letter to the alphabroder Human Resources Department at hr@alphabroder.com or please visit www.alphabroder.ca/careers. **Please indicate** in the email subject line “**Embroidery Machine Operator - Application**”.

It is the policy of alphabroder, as an equal opportunity employer, to attract and retain the best qualified people available, without regard to race, color, religion, national origin, gender, sexual orientation, age or disability.

Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resource- at (905) 787-5673.

We thank all applicants for their interest in advance and advise that only candidates being considered will be contacted. **No telephone calls or agencies please.**