

Screen Print / Embroidery Production Manager

Promo Direct is seeking a full-time Screen Print / Embroidery Production Manager. Promo Direct has been in business for over 26 years with a great work/life balance.

Job Summary

The Screen Print / Embroidery Production Manager will lead a team of diverse individuals from press operators, quality control, screen making, and ink mixing. Communicate with operations and sales teams on a regular basis to ensure production deadlines are met and quality standards are maintained is all an essential function.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintain on time and accurate production of all logo orders and production orders
- Insure inventory confidence levels are at least 98% for Production room stock and printing supplies
- Coordinate with packaging buyer on new projects, product changes and additions, labor quotes, and delivery commitments on finished goods
- Maintain good housekeeping and organization in the printing and Production area
- Manage productivity of all production employees and facilitate shop production schedules
- Provide annual performance reviews and a development path for advancement
- Manage production expenses to approved budget
- Knowledge of how to operate both automatic and manual Print Screen Machines
- Oversee all embroidery orders as needed
- Verify all processes and work instructions are current and being followed
- Manage timekeeping system for direct reports
- Insure that production organization adheres to all the safety measures specified by the state
- Manage and coordinate all equipment maintenance
- Produce daily, weekly and monthly metric data to senior management as directed.

Qualifications and Skills:

- Minimum 5 years of management.
- Experience managing all aspects of a screen print and embroidery shop, Computer to Screen (CTS) screen making and automated reclaim.
- Strong communication and leadership skills.
- Superior decision making, troubleshooting, negotiating, influencing and interpersonal skills
- Experience in all aspects of screen printing apparel and embroidery
- Proficient in Microsoft, Word, Excel, Photo Shop and Corel

Preferred (not required)

Bachelor's Degree in Graphic Art, management and/or manufacturing

Benefits

This full-time, salaried position with normal scheduled hours Monday through Friday. We offer a benefit package including medical and dental insurance, paid time off and paid holidays.