



## **Embroidery Machine Operator/Fulfillment**

Full-service Creative Marketing Agency looking for a part-time (possibly full-time) embroidery machine operator/fulfillment position. The role demands a high level of organization, attention to detail, and standard of workmanship. Previous embroidery experience is desired but not a requirement (Barudan machine). We will train the right individual.

Functions include but are not limited to:

- Check in garments against work orders and prepare them for embroidery
- Read and interpret work orders to determine the type and location of embroidery
- Adjust and regulate machine settings
- Use embroidery hoops to hold the fabric taut
- Trim, fold, polybag, and package garments for shipment
- Warehouse pick and pack
- Ship via UPS, FedEx, etc...
- Learn and manage workflow through Syncore software

Qualifications not previously outlined:

- Good written and verbal communication skills
- Excellent time management
- Good problem solving skills
- Strong work ethic with a positive team attitude

Physical demands:

- Regularly required to sit, stand, and walk
- Occasionally required to stoop, kneel, or crouch
- Regularly lift/move 10-25 pounds and occasionally 25+ lbs.

Compensation:

Competitive & Negotiable – Experience Based

Who we are:

A full service creative marketing agency focused on partnerships and telling brand stories through product merchandising.

A company with a client base that includes many well recognized fortune 500 companies.

An energetic, fast growing, youthful company in a \$50 billion dollar industry.

Recognized by Counselor Magazine as a Fastest Growing Distributor

Location:

Waukesha, WI – Goerkes Corners

Please email your interest and resume to [careers@3treemarketing.com](mailto:careers@3treemarketing.com) for a chance to further explore this opportunity. Please no phone calls or recruiting agencies.