



Poor Richard's Press

SINCE 1947

Position Posting

Embroidery Designer & Production Assistant

Poor Richard's Press is looking for a talented embroidery designer & production assistant to join the team. We are a business branding company that has served the western United States since 1947. As the years have passed, we continue to cater our services to the constantly evolving demands of different communication mediums. Poor Richard's Press is the one-stop shop for print, apparel, design, web, promotional and mailing service.

The main responsibilities include digitizing and editing designs for production using Wilcom 4.0 software. The candidate should be proficient in using Wilcom and be willing to learn EOS Compucon and Pulse program editing. Knowledge of Corel and Ioline software is preferred. We pride ourselves on our excellence in embroidery and are looking for someone who shares our drive and attention to detail.

As the Embroidery Designer and a member of the Production Team, you are accountable for meeting the department production and quality goals, as well as playing a key role in meeting company-wide profitability and customer satisfaction goals.

The ability to effectively interact with all employees of Poor Richard's Press, regardless of position, is a must. Candidates need to be able to manage multiple projects at once, and prioritize in terms of importance to the company and/or project at hand. Candidates should also be comfortable making informed decisions.

Experience related to print, apparel, design, or web is required.

Qualifications

- Minimum of two years experience in embroidery and digitizing
- Extensive knowledge of Wilcom 4.0 Software or similar system
- Understanding of or willingness to learn EOS Compucon and Pulse program editing
- be able to work independently or in a team environment
- Manage multiple, concurrent, short to long-term projects from concept through completion
- Effectively communicate information and respond to questions from groups of managers, coworkers, and contractors
- Excellent organizational and time management skills with a high degree of flexibility
- Ability to work in a team environment, maintaining communication with multiple team members regarding each job
- Ability to prepare job samples, perform quality control, and making changes accordingly
- Receive, store, and catalog files according to existing procedures
- Understanding of embroidery stitch usage and placement
- Basic understanding of Stockup and willingness to learn
- Knowledge of Corel and Ioline software is a plus
- Digitizing and embroidery experience preferred

Responsibilities and Duties

- Perform duties as outlined on job tickets
- Coordinate with Production Team to produce and prioritize jobs
- Communicate effectively with management and team members to guarantee both sales and client objectives are met
- Follow systems and procedures outlined in the company manuals
- Comply with all OSHA safety requirements
- Maintain a clean and well-organized work environment
- Provide necessary digital/graphics training to sales staff as required
- Provide Project Managers with apparel proofs and see that proof deadlines are met

If you're ready to work with our fun and hardworking team as a Technical Lead, please stop by the office or submit a PDF of your completed [job application](#), cover letter and résumé to info@prpco.com.