



Embroidery Solutions Manufacturing LLC

June 1, 2022

Embroidery Solutions Manufacturing LLC

239 Commerce Dr., Kingstree, SC 29556

We are seeking a departmental Operations Manager to join our team! You will oversee the activities of a team of production workers while handling various tasks that directly relate to day-to-day operations.

Responsibilities:

- Communicate weekly tasks to the Supervisor and Team Leader of the Finishing and Shipping departments, oversee their direct influence on said tasks
- Schedule production orders with production department personnel and oversee adherence to various customer schedules
- Communicate and manage customer service aspects related to purchase order fulfillment, quality, or sales
- Oversee process flow within Finishing department
- Oversee all quality control aspects of production with department personnel
- Oversee incoming and outgoing warehouse activities, managing various aspects of raw materials, purchasing, inventory management and control and shipping
- Coordinate with accounting department to ensure daily billing is reconciled to shipments

Qualifications:

- Previous management/supervisor experience in general production, manufacturing, or other related fields is a plus.



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- Strong communication and inter-personal capabilities to support a positive and dynamic team environment
- Strong leadership qualities, with the ability to encourage and lead staff members to achieve goal fulfillments
- Excellent written (email) and verbal communication skills required
- Strong experience and working knowledge of Microsoft Suite – especially Excel for creating, updating, and managing spreadsheets on a daily basis
- General knowledge of continuous improvement and lean manufacturing
- Ability to assist the management team in the implementation of a new ERP/ MRP systems approach to our manufacturing processes
- Related personality traits: Self-motivated, proactive, organized, multi-tasker

Embroidery Solutions Manufacturing is a mid-sized specialty textile manufacturing operation with facilities in Kingstree and Gaffney, South Carolina with a staff of almost 100 employees total. We offer a supportive and understanding work environment, we offer a competitive compensation package with a base salary (dependent upon experience/qualifications), a quarterly bonus structure, insurance (health, dental, and life), typical holidays, and an attractive vacation option.