

**The Brick Shirt House International, Inc.****JOB DESCRIPTION**

Position: **Production Coordinator-Branded Apparel**

Location: **Eustis, FL**

Reports To: **Production Manager/Business Owners**

Effective Date: **September 1, 2007**

**POSITION SUMMARY**

The Production Coordinator is considered a member of the Production Team and will be required to assist with guiding and directing the company on a day-to-day basis in all production related matters. The Production Coordinator will work closely with the other team members to coordinate schedules and ensure all projects are completed on time and within budget.

**DUTIES & RESPONSIBILITIES**

- Coordinate and schedule all production orders
- Update order status report (OSR) daily
- Provide weekly production reports to owners as required
- Efficiently operate all embroidery and screen printing equipment
- Perform maintenance on all production related equipment
- Maintain adequate production supply levels at all times
- Train new staff on production equipment
- Supervise embroidery and screen printing technicians
- Receive and audit incoming product deliveries using Production Order Log (POL)
- Inspect and ensure proper packaging for all outgoing orders
- Implement and oversee an effective quality assurance program
- Comply with all maintenance requirements on machinery to maintain warranties
- Document all policies and procedures in writing
- Maintain neat and orderly working areas
- Comply with all OSHA safety requirements
- Participate in all Management Team meetings as required
- Assist owners with identifying and implementing process improvements
- Create systems and processes to ensure a proficient delivery system
- Provide sales support to Operations & Sales staff as needed
- Implement a formal art management program for hardcopy files
- Comply with all electronic data management requirements
- Research and identify evolving industry standards to improve production methods

**HOURS**

This position is considered full-time. Hours are flexible based on workload but will generally work M-F from 8:00a to 5:00p. Overtime may be required during peak times. This position is exempt from overtime pay.

**COMPENSATION**

Base Salary Range - \$20,000 to \$30,000 (based on experience and years of service)

Health Insurance

Holiday Pay – 9 days per calendar year (in accordance with the Employee Handbook)

Paid Time Off – 2 weeks per calendar year (Accrue .833 days per month.)

**EDUCATION and/or EXPERIENCE:**

Required:

- Minimum 2-year degree or equivalent acceptable experience
- Experience with embroidery and screen printing equipment
- Experience with industry related software
- Basic experience constructing and updating critical documents (policies & procedures)
- Excellent communication skills: written and verbal
- Strong training and supervisory skills
- Excellent customer service skills
- Excellent organizational skills (able to prioritize, plan, and execute)
- Excellent interpersonal skills

**COMMUNICATION SKILLS:**

- Requires excellent verbal and written communication skills: daily internal and external communication will be required
- Must be able to generate written reports and documents as required
- Must be able to construct and update written reference documents from information provided by operations staff and business owners
- Must be able to identify and aggressively resolve conflict