

Seasonal Decoration Services Coordinator

Position Summary:

This role involves accurately processing orders as it relates to Clothing/Accessories Decoration Services. The ideal candidate must have excellent organizational and time management skills and be detail oriented. The capacity to multi-task, adjust to changing priorities, and work under pressure to strict deadlines is also crucial. Training is provided.

Primary Duties:

- Work independently to process/apply heat seal/sublimation orders (logos, letters, numbers, patches) on garments and accessories (hats, toques, bags).
- Coordinate Shipping and Receiving of orders as needed.

Job Requirements:

- Completion of Grade 12, College Diploma preferred.
- Strong English written and verbal communication skills and customer service skills.
- Minimum 2 years of customer service experience a must; garment decoration experience an asset (embroidery, heat seal, sublimation, screen printing).
- Ability to multitask and prioritize within a fast-paced work environment.
- Strong attention to detail.
- Ability to manage time and work efficiently with minimum supervision.
- Proficient computer skills (email, internet, Microsoft Office). Knowledge of CutStudio software, Wasatch SoftRip, and Adobe illustrator an asset.
- Large format printing experience an asset.

This position will last from mid/late April until the first week of August with potential for extensions if we are busy. The work period is Monday to Friday 9am to 5pm. There are opportunities to work overtime if needed but it is not required. This could include weekends if desired. Minimum wage and potential for a bonus at the end of summer.

**To apply, forward your resume with references to the General Manager via email.
JML@portagepromo.ca**