

**Position Title**

Production Foreman

**Location**

Columbia, SC

**The Opportunity**

The Production Foreman is responsible for the day-to-day operations of a professional and expanding Screen Printing shop which also functions as a job training facility for Turn90. The Production Foreman trains and manages program participants and is responsible for ensuring compliance with safety, quality, and quantity standards. This role requires experience in a highly detail-oriented environment and strong time management skills. An understanding of screen printing or embroidery is preferred but not required. Training and continuing education will be provided.

**What You'll Do****Print Shop Production**

- Coordinate and administer the daily operations of the Print Shop.
- Oversee the production schedule established by the Director of Production and process all printed materials. Ensure production quality meets Turn90 brand standards.
- Manage the production lifecycle in our order management system, Teesom.
- Monitor deadlines, quality control, safety standards, supply inventory and cost controls.
- Determine shifting project priorities, communicate updates on equipment usage and assign employees to jobs.
- In partnership with the Director of Production, determine optimal technique and production methods for each project.
- Responsible for Screen Printing Equipment maintenance and assists with general facility maintenance.
- Ship or coordinate drop off and pick up of orders and deliveries in the Print Shop.

**Vocational Training**

- Directly supervise Trainees and review their progress and quality of work. Foster the development of general vocational skills.
- Work with the programs team to reinforce skills taught in the Turn90 classroom.
- Track and report on trainee attendance and ability to meet expectations. Make recommendations for disciplinary action if necessary.

### **Required for Your Success**

- Highly detail-oriented
- Superb time management skills
- Desire to be a patient mentor, demonstrating expertise and integrity in an unconventional work environment.
- Excellent communication skills with a knack for concisely explaining and breaking down complex processes in a job training setting.
- Basic computer skills with a desire to become proficient in industry-specific platforms
- Experience in a manufacturing setting.
- Knowledge of the operation and upkeep of manual presses.
- Flexible and capable of monitoring and implementing systems.
- Ability to sit or stand for prolonged periods of time, move about to accomplish tasks, ability to perform work of medium effort that includes moving objects up to 50 pounds, and communicate with others to exchange information.
- Valid SC driver's license and ability to operate a company vehicle.

### **You Are**

- A results-oriented leader who exercises sound judgment in your work.
- An independently managed worker who will get the job done without need of explicit direction.
- A lifelong learner, who is inquisitive and solves problems with bold thinking and innovation.
- An individual dedicated to achieving excellence who works effectively with others to tackle the tasks at hand.

### **Compensation**

The salary range for this position is \$50,000 - \$55,000 dependant on experience. We offer an employee benefits package including 401(k), health insurance, paid sick and vacation leave, and paid holidays.

### **To Apply**

Candidates should email a resume and thoughtful cover letter with the subject line Production Foreman to [hire@turnninet.com](mailto:hire@turnninet.com). No phone calls, please.