

Position Title: **Cutter / Sewer - Calgary, AB**

Wage: **\$12.00 - \$15.00 / hour** - commensurate with previous experience.

Start Date: As soon as a person with the right “character fit” and skill-set is found.

Do you have basic experience in an apparel and/or costuming production environment?

Have you been known to take initiative, with strong time-management skills?

Do you communicate accountably, consistently - taking responsibility for your actions?

Are you self-directed and work well independently, yet able to work in a team-based culture?

Are you an organized person with with a natural attention detail?

Position Summary:

The Cutter/Sewer is responsible to the Production portion of Bolli Imports, accountable to the Production Coordinator, Operations Coordinator and Company Owner, and is responsible in part for some ‘backstage’ Operations. This role **ensures all elements of Production operate in a confidential, effective, and efficient manner.**

The Cutter/Sewer is most significantly responsible for the day to day production to be tasks carried out in efficiency of the Production Department of Bolli Imports: The assembly of products, Completing tasks delegated by Leadership, Participating in Production Processes, and Servicing of Orders.

Key Competencies:

NOTE: This can be a physical position, in addition to being one that requires intelligence and self-direction. The role requires everything from cutting in a bent forward position intermittently, to sitting at a machine for a number of hours, to the ability to move rolls of fabric, either independently or with the assistance of another employee (up to 50 lbs).

Intermediate Skills:

- Use of time tracking sheets to track efficiency
- Assembly of company designed products using proprietary patterns
- Maintaining clean workshop area
- Able to move back and forth from repetitive tasks to a more creative focus seamlessly
- Maintaining, new or current organization systems as put in place by Leadership
- Accountable to Production Coordinator

Base-Level Skills

- Simple math skills
- Complete daily/weekly production related tasks including but not limited to:
 - Liner Restocking / Organization
 - Cutting Elastic / Velcro
 - Restocking of Workstation Materials
 - Moving of Fabric / Materials
- Use of patterns to cut fabric - Primarily “Faux-Fur”
- Handling of a variety of Fabrics, Notions

- Operation of Basic Industrial Machines: Sewing Machine, Electric Cutter, Vacuum
- Use of hand-held Equipment / Tools
- Inventory count of goods that are produced in-house

If this is you, we would like to hear from you!!!

Please forward your Resume and a Cover Letter to :

Skye Haddow
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