



JOB DESCRIPTION

Job Title: Cut and Sew Manufacturing Process Specialist

Reports to: Chief Executive Officer

Employment Status: Part-Time

Classification: Non-exempt

Salary Range: Based on Experience

Supervisory Status: No

Revision Date: 04/02/2025

Summary:

The Cut and Sew Manufacturing Process Specialist for Tunica Biloxi Industries is responsible for ensuring efficient and effective manufacturing processes, focusing on improving quality, reducing costs, and increasing productivity by implementing innovative methods and technologies for all Tunica Textiles operations.

Cut and Sew Manufacturing Process Specialist

RESPONSIBILITIES

Process Improvement

- Identify areas for improvement in cut and sew manufacturing processes and implement solutions to enhance efficiency, reduce waste, and improve quality.

Cut and Sew Material and Equipment Expertise:

- Possess in-depth knowledge of cut and sew manufacturing equipment, processes, and technologies, with ability to assist in troubleshooting and maintenance.
- Possess in-depth knowledge of textiles and potential sources of raw materials.

Data Analysis

- Monitor and analyze cut and sew process data to identify trends, bottlenecks, and areas for optimization.

Safety and Compliance

- Ensure that all cut and sew manufacturing processes adhere to safety standards and regulatory requirements.

Process Documentation:

- Develop and maintain clear and accurate documentation of cut and sew manufacturing processes and procedures.

Continuous Improvement:

- Drive continuous improvement initiatives to optimize processes and reduce costs.

Training and Development:

- Train and support cut and sew manufacturing personnel on new processes and equipment.

Problem Solving:

- Investigate and resolve process issues and failures, proposing appropriate solutions.

QUALIFICATIONS**Technical Skills**

- Strong understanding of cut and sew manufacturing processes, equipment, and materials.

Analytical Skills

- Ability to analyze data, identify problems, and develop solutions for cut and sew operations.

Problem-Solving Skills

- Ability to troubleshoot issues and find effective solutions in cut and sew manufacturing operations.

Communication Skills

- Excellent written and verbal communication skills to effectively collaborate with cross-functional teams.

Organizational Skills

- Ability to manage multiple tasks and projects effectively.

Continuous Improvement Mindset

- A proactive approach to identifying and implementing improvements.

Knowledge of relevant cut and sew industry standards and regulations.**Previous work in a cut and sew manufacturing environment with required experience to include:**

- Management of cut and sew plant operations.
- Design and implementation of manufacturing plant layout – including the strategic placement of machines, workstations, and storage areas, to streamline the flow of materials and workers.
- Development of staffing needs, job descriptions and employee compensation packages.
- Sourcing of cut and sew material and equipment and knowledge of available vendors.

Strong organizational abilities and a hands-on mentality.

Salary and Incentive Compensation Package Dependent upon Experience

This is not an exhaustive list of all duties and responsibilities associated with it. Tunica - Biloxi Industries, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.