



1991 Saranac Ave, Ste 1
Lake Placid, NY 12946
518.523.3102

Position Announcement: Production Technician

Position Overview

- Location: Lake Placid, NY. Remote work not available.
- Compensation: \$16 - \$22 per hour, commensurate with experience and ambition. Health, dental, vision, and retirement are possible as needed. Employee merch included!
- Status: Part time (20 hrs./week) initially, full time ideal as position evolves (sooner rather than later preferred).
- Reports to: Production Manager.

About Us

Adirondack Awards & Promotions is a dynamic and rapidly growing company specializing in the production of branded merchandise, custom apparel, and awards and recognition products.

Position Summary

As a Production Technician at Adirondack Awards & Promotions, you will play a crucial role in ensuring the efficient and precise operation of our manufacturing processes. You will be responsible for running laser engravers/cutters, heat presses, and a variety of other light machinery as the position evolves (e.g., embroidery, screen printing, etc.). The ideal candidate will be a detail-oriented, self-motivated individual who thrives in a fast-paced environment and enjoys the freedom to tackle diverse challenges.

Core Responsibilities

- Set up, operate, and maintain production machinery to meet daily production targets.
- Monitor and inspect product quality to ensure adherence to specifications and standards.
- Perform routine maintenance and troubleshoot machinery as needed.
- Assist in the preparation and organization of materials for production.
- Create and modify files and artwork in graphic design software.
- Communicate with clients regarding logos, artwork, mockups, proofs, and other needs.
- Collaborate with team members to optimize production processes and resolve issues.
- Follow safety protocols and maintain a clean and organized work area.
- Coordinate shipping and receiving logistics.
- Supplementary responsibilities as needed.

Preferred Qualifications and Temperament

- Previous manufacturing experience, preferably in custom apparel or branded merch production.
- Ability to operate and troubleshoot machines effectively.
- Graphic design software experience (Adobe Suite, CorelDraw, Canva Pro, etc.)
- Strong attention to detail and quality control.
- Excellent organizational and time-management skills.
- Team player with good communication and interpersonal skills.
- Self-motivated and able to work independently.
- Flexibility to adapt to changing priorities and production demands.
- Ability to shift focus efficiently as priorities change.
- Willingness to learn and take on new challenges.



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Why Join Us

- Opportunities for growth and advancement within the company.
- Competitive pay rate based on experience and performance.
- Collaborative and inclusive work culture.
- On-the-job training and skill development.
- Be part of a dynamic and growing company in a complex and fun industry.

To Apply: If you are a motivated individual, have a passion for hands-on creative and technical processes, and align with our core values (see below), we encourage you to apply. To do so, please submit your resume, a cover letter outlining why you're interested in this position, and three professional references by January 26, 2024, to info@adkawards.com.

More about Adirondack Awards & Promotions

Adirondack Awards & Promotions is an equal opportunity employer. We welcome and encourage applications from candidates of all backgrounds and do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status under applicable laws. All qualified applicants will receive consideration for employment.

Our Core Values

Unmatched Quality: We produce products, services, and experiences that surpass expectations. We trust that our commitment to quality will attract vendors eager to partner with us, employees who take pride in their work, and clients who delight in every facet of bringing their ideas to life.

Continuous Improvement: We relentlessly pursue improvement by nurturing a climate of learning, innovation, and efficiency at every level of our organization. We recognize that growth is an ongoing journey, and we continuously strive to enhance our products, services, processes, and ourselves along the way.

A People-Centric Approach: We champion respect, conscientiousness, and the dignity of every individual with whom our organization interacts. This approach guides our culture and ensures that our team, whether contractors, vendors, employees, or clients, feels heard, understood, and valued.

Environmental Stewardship: We prioritize environmental stewardship by continuously striving to minimize our ecological footprint through responsible sourcing, energy efficiency, waste reduction, and the implementation of sustainability best management practices. Through a proactive approach to environmental responsibility in all aspects of our operations, we aim to improve our planet for everyone.

Transformational Giving: We leverage our time, knowledge, and resources to drive positive change in our regional, national, and global communities. To accomplish this, we support mission-driven causes, initiatives, and organizations that align with our core values.

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