

Anaheim Embroidery Inc. is looking for a dependable and detail-oriented full-time Office Assistant to support daily operations. This role includes order processing, customer service, and shipping/fulfillment. The ideal candidate is organized, efficient, and enjoys working in a hands-on, fast-paced environment.

Key Responsibilities:

- Process and enter incoming orders accurately
- Communicate with customers regarding order details, timelines, and inquiries (via phone, email or in person)
- Prepare garments and items for embroidery production
- Package and ship completed orders, including creating shipping labels and tracking shipments
- Maintain organized records of orders, inventory, and shipments
- Assist with general shop organization and cleanliness

Qualifications:

- Strong attention to detail and organizational skills
- Excellent communication and customer service abilities
- Basic computer skills (email, order systems, shipping software)
- Ability to multitask and prioritize effectively
- Reliable, punctual, and a team player
- Previous retail, production, or embroidery experience is a plus, but not required
- Bilingual (Spanish/English) is a plus, but not required

Physical Requirements:

- Ability to stand for extended periods
- Ability to lift and move packages (up to 30 lbs)

What We Offer:

- Friendly, team-oriented work environment
- Opportunity to learn embroidery and small business operations

How to Apply:

Please send your resume and a brief introduction to info@anaheimembroidery.com