

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: August 14, 2025
FROM: Human Resources Department
RE: Sewing Machine Operators

The Human Resources Department is currently taking applications for Full-Time Sewing Machine Operators. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until August 22, 2025, at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.



JOB DESCRIPTION

Job Title: Sewing Machine Operators

Classification: Non-Exempt

Supervisory Status: Non-Supervisory

Employment Status: Full Time

Salary: Based on experience

Summary of Functions:

We are looking for a detail-oriented, results driven industrial Sewing Machine Operator to join the Tunica-Biloxi Textiles team.

Sewing machine operators are expected to possess the following skills, knowledge, and abilities, which are vital to their performance on the job:

Duties / Responsibilities:

- Maintain production and quality standards set by management to sew and/or stitch products to specific criteria and specifications.
- Perform sewing functions using needles, scissors, and other necessary items.
- Possess a sense of urgency to work in a time sensitive, fast-paced team environment.
- Prioritize, multitask, organize with good hand-eye coordination.
- Ensure that sewing machine and other equipment are in good working order.
- Pay attention to detail and maintain accuracy.
- Work well independently as well as a member of a team.
- Perform repetitive tasks.
- Maintain safe and secure work areas.
- Perform other duties and tasks assigned to meet business needs.

Required Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills.
- Strong work ethics.
- The ability to work under time constraints.
- Ability to follow direction.
- Well organized, self-motivated, and a quick learner.
- Proven ability to solve problems creatively.

- Experience in a manufacturing environment will be considered a plus.
- Must be able to sit, stand, walk, and reach for long periods of time.
- Must be able to lift to 40 lbs.
- Must be physically able to function within all process steps of the sewing department.
- Requires a consistent and dependable method of travel to ensure the employee's punctuality and regular attendance.

Education/Experience:

- High School diploma or GED required.
- Some knowledge and skills in sewing.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Location:

On-Site

Disclaimer:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all

duties, responsibilities, and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment.

relationship. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. Tunica-Biloxi Textiles reserves the right to amend and change responsibilities to meet business and organizational needs.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi
Industries, LLC
Attn: Wendy
Barbry Lemoine
763 Earl J.
Barbry, Sr. Blvd
Mansura, LA
71350
OR
wendy@tbeda.org**

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS. Proof of tribal citizenship is required to be deemed preference eligible and must be submitted with employment application.

All offers of employment at Tunica-Biloxi Textiles are contingent upon clear and acceptable results of thorough background check and drug screening.

