



JOB ANNOUNCEMENT

Position Title:	Production Manager
Company:	Diamond Mountain Apparel & Promotions
Location:	Susanville, Ca
Date of announcement:	October 5, 2026
Closing date:	Open Until Filled
Hours:	Full Time
Salary:	\$55,000- \$65,000

Position Summary:

The Apparel & Promotions Manager is responsible for overseeing the planning, development, purchasing, inventory, and promotion of apparel, merchandise, and promotional products. This role, you will be responsible for the entire workflow from incoming order scheduling and prepress setups to final print quality control and shipping. You will lead, train, and motivate production crew in a fast-paced environment, ensuring all orders are completed accurately, safely, and on time to meet strict customer deadlines.

The ideal candidate is organized, creative, detail-oriented, and comfortable managing multiple projects, vendors, deadlines, and budgets.

Responsibilities:

1. Develop new business and build long-term client relationships
2. Coordinate product selection, styles, colors, sizes, quantities, and pricing.
3. Research apparel and promotional product trends to identify new opportunities.
4. Manage customer accounts and identifying new opportunities
5. Selling custom screen printing, embroidery, apparel, uniforms, and promotional products.
6. Creating quotes, presentations, and product recommendations.
7. Working with customers from initial idea through completed order
8. Developing relationships with businesses, schools, sports teams, organizations, events, and community groups.
9. Coordinating with production and ensuring customer expectations are met
10. Helping develop marketing and promotional strategies to increase sales

Requirements:

1. 3-5 years of experience in apparel, screen printing, embroidery, promotional products, printing, or a closely related industry and 1-2 years of experience in a supervisory, team lead, or management position.



2. Demonstrated experience in sales and business development
3. Ability to develop new customers and maintain existing accounts.
4. Strong understanding of: Screen printing, embroidery, DTF/DTG printing, custom apparel, promotional products, garment sourcing and decoration
5. Experience preparing quotes, estimates, proposals, and orders
6. Ability to manage projects from customer inquiries; artwork, production, delivery
7. Strong customer service and communication skills
8. Ability to work with production staff, decorators, designers, vendors, and customers
9. Strong organizational skills and ability to manage multiple orders and deadlines
10. Proficiency with email, spreadsheets, CRM/order management software, and basic computer applications
11. Ability to identify opportunities to increase revenue and grow client accounts
12. Basic understanding of inventory management, purchasing, pricing, and margins

Strongly Desired:

1. Established relationships and/or an existing client base in the apparel, screen-printing, embroidery, or promotional products industry
2. Proven ability to generate new businesses and develop long-term back-to-back customer relationships
3. Experience selling custom apparel, uniforms, promotional products, screen printing, embroidery, DTF, or related services
4. Demonstrated success in account growth, client retention, and business development
5. Experience managing the complete sales process from prospecting and quoting through production and delivery.

Open to all applicants that meet job requirements. Preference in hiring as noted below:

1st Preference: Tribal Member Preference

2nd Preference: Will be given to Native Americans (42 CFR 36.221)

3rd Preference: Documented proof of Veteran's status, i.e. DD-214 or Veteran's Benefits Card

WORKPLACE ENVIRONMENT:

PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough/uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. The job may require recurring lifting of lightweight objects with infrequent bending or stooping.

HOW TO APPLY AND APPLICATION REQUIREMENTS

All applicants are required to submit a completed application. Applications can be found on our website at: WWW.SIRCORPORATION.COM.

Complete applications can be mailed to or dropped off in person at SIRCO located at 447-160 Lassen Ave, Herlong, CA 96113, Monday through Friday from 8:30am to 4:30pm. They may also be emailed to the Office Administrative Assistant at MBECKSTEAD@SIRCORPORATION.COM or faxed to 530-212-3746.