

Product Development Assistant – Almost Famous Clothing

About the job

General Summary: This position is responsible for managing all division samples and product development initiation and managing follow-up with overseas agents.

Major Responsibilities

- Develop and maintain all production spec sheets with overseas agents.
- Maintain first cost and division prototype database.
- Responsible for managing all sample procedures for division.
- Correct incoming sales, confirmation, and fit samples. Communicate these changes and specs to overseas agents.
- Update and maintain division Linesheets.
- Ship samples overseas
- Sourcing
- Trend forecasting
- Production issues- find solutions to reach target prices, margins and deliveries.
- Maintain photo library.
- Production set up.
- Market Week set up.
- Special projects as required.
- Other duties may be assigned.

Specific Job Skills

- Excellent time management, strong organizational skills, very detail oriented, ability to juggle numerous tasks at once in a fast-paced environment.
- Proficiency in all Microsoft programs, Adobe Photoshop, and Adobe Illustrator
- Knowledge and interest in fashion industry
- Knowledge of textiles / garment construction

Education, Licenses, Certificates, Registrations And/ or Experience

- HS Diploma or College Degree
- 0-2 years prior experience in the industry

Salary Range: The pay range of this position is \$24/hr - \$26/hr. Actual salary will be determined based off candidate's skill sets, years of experience, and other job-related factors. This range does not include benefits such as health insurance, paid time off, 401K, and additional company benefits.

Product Development Assistant - Almost Famous Clothing



Steve Madden
New York, NY

1 week ago · 54 people clicked Apply



\$24/hr - \$26/hr · On-site · Full-time · Entry level



6 school alumni work here



Skills: Consumer Textiles, Adobe Illustrator, +8 more

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