



**POSITION:** Production Intern, Apparel

**OBJECTIVE OF POSITION:**

Support Production needs for Victorinox apparel collections by working closely with Product Managers, Technical Designer, SVP Sourcing & Production, and the design team.

**Reporting Relationship:**

Reports to: Product Managers

Works closely with: Design, Merchandising and Planning departments.

**Primary Responsibilities:**

- Purchase order maintenance for samples and bulk.
- TOP's, follow review process to ensure Tech/Design done in a timely manner, send to Creative Design team along with tech pack, bill of materials and swatches.
- Weekly work in progress reports – proto, sample and bulk status.
- Assist in sending out Fed Ex packages on a daily basis to our Buying Offices, Distribution Center, and other locations as needed.
- Set up and maintain seasonal books by garment number, factory and buying office.
- Responsible for follow up and status on Mock up Report, keeping Product Managers advised on progress.

**Requirements:**

- Prior experience or knowledge of garment costing and fabrics.
- Interest in sourcing and financial side of Apparel business.
- Excellent communication skills, both written and verbal. Good interpersonal skills; can accept constructive criticism and work productively under deadlines.
- Excellent organizational and planning skills.
- Must have good computer skills, experience with Microsoft Word and Excel.
- Ability to work independently with minimal supervision, and as part of a team.

**Preferred:**

- Pursuing a degree in a Fashion-related field.

***We are accepting resumes for immediate and future internships. This is an unpaid internship.***