



VICTORINOX

Position: Production Manager – Knits and Sweaters

Scope:

Manage the product development and sourcing process from design inception to bulk delivery. Key liaison between overseas buying agents and USA headquarters for production related communications and issues.

Reporting Relationship:

Reports To: Senior Production Manager

Works Closely With: Design, Tech, Merchandising and Corporate Operations

Responsibilities:

- Daily communication with overseas buying offices on various production issues related to any of the collections or special projects. This involves problem solving and often working with design and tech to resolve. Serve as the direct contact between the design team and the buying office.
- Daily participation in corporate headquarter conference call meeting to discuss current shipments in transit or already in house.
- Prepare and maintain sales sample and bulk shipping status reports to be circulated internally. Monitor WIP reports from buying offices.
- Setup and prepare meetings and documents that assign duty percentage and quota categories.
- Attend all fittings related to assigned product category to assure that approval and comments are being made in accordance with production cycle and calendar.
- Arrange and organize tech packs to be sent out to buying offices at the proto stage. Follow up with proto tracking, scheduling and reviewing factory inquiries with the design team.
- Collect and evaluate first costs from factories and work with management to prepare for costing meetings.
- Bulk - Track TOPs and gather feedback from all stakeholders for final approval of shipments from factories. Determine care instructions, pressing and packing for all styles. Review fabric test reports and approve/comment on results to ensure that garments perform to Swiss Army standard.
- Issue and maintain purchase orders in SAP database – bulk, sales samples, and developments. Communicate all changes affecting purchase orders to appropriate parties and update all systems and documents. E.g.: GSA (Garment Short Shipment Approval) & ATS (Authorization to Ship).

Desired Skills/Experience:

- 5 years experience, with expertise in sourcing and supplier management.
- BA in related field of study.
- Knowledge of SAP preferred, well versed in excel.
- Ability to effectively handle multiple projects simultaneously in a fast-paced environment; strong time management skills.
- Proven track record of problem solving skills with ability to work collaboratively to complete projects.
- Familiar with standard concepts, practices, and procedures within the fashion design industry.
- Attention to detail and accuracy.