



Job Description

Job Title: Project Manager

Department: Project Management

Reports To: Manager of Project Management

Position Function:

The Project Manager is responsible for coordinating and working with overseas vendors on samples that are designed by the Product Development department. The Project Manager also ensures that products meet design specifications, quality standards and timely production for design meetings and showrooms.

Primary Duties and Responsibilities:

- Manages all aspects of product development from inception to conclusion.
- Pushes art and product specifications to the overseas vendors.
- Coordinates product design details between the product development team and the factory to ensure clear communication of product specifications on all documents.
- Corresponds with overseas factories to answer questions clearly and concisely regarding product design and shipping.
- Coordinates shipment details between overseas factories and Company warehouse to send and receive product samples.
- Communicates sample tweaks and quality control concerns with overseas factories.
- Maintains project records, ensures that all regulatory documents are accurate, processed and approved.
- Review and distribute project documents and updates data daily.
- Track product samples for photoshoots and tradeshow from factory origin to Samples warehouse.
- Update sample status with all involved parties.
- Acts as point of contact on assigned products, categories, and lines.
- QC sample orders and allocations to be uploaded into NetSuite.
- Place Sample PO's.
- Responsible for adhering the T.O.P. Quality Control SOP.
- Input quote sheet info, analyze and submit proforma invoices.
- Proof catalogs to ensure product information is correct and complete.
- Support other departments as required by management.

Essential duties and responsibilities:

- Email factories product designs from design team with specific details and sample requirements.
- Update internal systems and master spreadsheets with key dates, new pictures, and new data on a daily basis.



- Follow up with factories daily via email to keep samples on track.
- Input cost of goods for team review and negotiate cost reductions until final costs are confirmed.
- Measure samples and cartons for complete and detailed measurements.
- Execute design changes and sample updates communicated through design meetings.
- Assign item #'s and UPC codes.
- Track completed sample locations and transport between factories and company warehouse.

Skills/Experience Requirements:

- 2 to 3 years previous experience as Project Manager or organizational position.
- Exceptional administrative qualities including analytical thinking.
- Exceptional organizational skills required to handle multiple projects and prioritize responsibilities.
- High degree of proficiency with Microsoft Excel and Outlook.
- Skillful communication. Presents ideas effectively, actively listens, and works across departments with the ability to effectively communicate with both co-workers and factories.
- A self-starter who gets involved quickly, takes on difficult tasks with enthusiasm.
- Operate with sense of urgency, efficiency, effectiveness and determination over extended periods of time.
- Ability to respond to change, offer suggestions for improvements, support new initiatives, and maintain an open mind.
- A positive attitude with a friendly, professional demeanor.
- Prior experience in Seasonal Décor manufacturing a plus.
- Understanding of overseas manufacturing is a plus.

Education Requirements:

- 2 years college completed; college degree preferred.

*This job description is subject to change and may not be inclusive of all job responsibilities.

Employee Name Printed: _____

Employee Signature: _____

Date Signed: _____