



## **Job Description**

**Job Title: Project Manager**

**Department: Project Management**

**Reports To: Manager of Project Management**

### **Position Function:**

The Project Manager is responsible for coordinating a variety of projects with a specific subset of overseas vendors. Samples may be custom, customized and/or open stock. The Project Manager ensures that products meet design specifications, quality standards and timely production.

### **Essential Duties and Responsibilities:**

- Effectively communicate all aspects of production to ensure proper trend interpretation.
- Understanding of specific vendors and their core competencies, helping to build optimal vendor relationships.
- Collaborates with internal partners to ensure development and approval of deliverables within time constraints.
- Creates solutions to pricing challenges to utilize cost engineering and vendor negotiations on product and packaging or product.
- Supply art and all necessary art files as it relates to each product.
- Maintain project records, ensures that all regulatory documents are accurate, processed and approved.
- Review and distribute project documents and updates data daily.
- QC sample orders.
- Responsible for adhering the T.O.P. Quality Control SOP.
- Uploaded all necessary documentation into NetSuite.
- Place Sample PO's.
- 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.

### **Skills/Experience Requirements:**

- 2 to 3 years in equivalent role.
- Retail or Wholesale Experience is a must.
- Excellent computer skills, including Microsoft Office (Word, Excel, Outlook).
- Strong communications skills – email correspondence.
- Follow up and follow-thru skills.
- Excellent attention to detail and organizational skills.
- Ability to work overtime and occasional weekends, as necessary.
- Proofing skills is a plus.



**Education Requirements:**

- 2-year college completion or associates degree.

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

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_