



## **TEXTILE COMPANY SEEKS PURCHASING & PRODUCTION MANAGER**

Growing luxury textile company in the interior design trade seeks a Purchasing & Production Manager.

### **JOB DESCRIPTION**

We're looking for a detail-oriented, results-driven, self-starter to oversee our product production process. This person will:

- Build strong relationships with our account/vendor partners including mills/factories, warehouses and workrooms
- Understand our brand story and quality standards; embody it in relationships with account partners
- Partner with design and development team to understand short and long-term needs
- Manage vendor billing, reconciliation, negotiation of terms and/or price breaks
- Manage end-to-end process of placing purchase orders, tracking vendor production status and product transit and delivery, purchase order reconciliation and receipt and adding new inventory
- Manage overall product inventory approach and execute inventory reorders
- Oversee warehouse relationship – maintain ongoing communication on incoming stock and capacity requirements, quote new pricing, review and reconcile invoicing, manage special projects, gain alignment on work plan calendar, troubleshoot customer issues, seek increased efficiencies
- Work with design team, vendors and sales team on custom orders
- Help develop sustainable and scalable practices for new product offerings
- Act as a liaison with partner showrooms to support development of collateral for new collection launches
- Create daily and weekly reports, analyze data and take action
- Provide day-to-day management of Production Assistant
- Resolve general vendor and internal product issues effectively

### **PREFERRED QUALIFICATIONS**

- Operations experience in a relevant field – purchasing, logistics, project/product management
- Creative problem solver who proactively identifies roadblocks and take actions to resolve
- Proficiency in Microsoft Excel
- Attentive to detail
- Excellent communication and organization skills
- Professional demeanor through all forms of communication
- Interest in interior design community
- Willingness to travel
- Ability to collaborate – we like teamwork

Please email cover letters and resumes as PDFs to [jobs@zakandfox.com](mailto:jobs@zakandfox.com). Phone calls will not be accepted.

