

ZAK+FOX

TEXTILE COMPANY SEEKS PRODUCTION & PLANNING MANAGER

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

JOB DESCRIPTION

We're looking for a detail-oriented, results-driven, self-starter to manage planning and purchasing. Job responsibilities include:

- Build strong relationships with vendor partners including mills/factories, warehouses and workrooms
- Understand our brand story and quality standards; embody it in relationships with vendors and 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 and other members of the team
- 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 and aptitude to learn new technologies
- Excellent communication and organization skills
- Professional demeanor through all forms of communication
- Interest in interior design industry and community
- Willingness to travel
- Ability to collaborate – we like teamwork

Please email cover letters and resumes as PDFs to jobs@zakandfox.com. Phone calls will not be accepted.