



Job Description

Position Title: Product Approval Associate

Reports To: Sourcing and Production Manager/Director of Sourcing and Production

Direct Reports: None

Overview:

The Product Approval Associate will support the Product Approval team to ensure bulk fabric, art execution and trims are approved to Haddad Brands and licensors' standards to drive product execution and on-time deliveries.

Key Accountabilities:

- Assist the Sourcing & Production Manager or Director of Sourcing & Production throughout the entire approval process, including approving fabric qualities, wash, lab dips, artwork, accessories, trims, preproduction samples, and etc. in a timely manner.
- Partner with overseas vendors and offices to ensure timely delivery of all submissions and approvals.
- Input deadlines and approval milestones into the tracking system for all submits and pre-production samples.
- Touch base with Sourcing & Production Manager and Director of Sourcing & Production on PSR updates on weekly basis, prepare bi-weekly meeting for outstanding issue review with top management.
- Keep close tracking on submittal status on daily basis, collaborate with Product Associate to drive product execution and on-time deliveries.
- Organize and maintain seasonal boards, directive assortments and design catalogs by brand.
- Send out fabric qualities, wash and color standards for production.
- Sort and distribute submits from overseas to Design teams daily and prioritize by delivery date.
- Hang and maintain pre-production sample rack.
- Special projects as assigned.

Required Skills/Abilities/Education:

- Bachelor's Degree in Production Management, Fashion Merchandising or related field
- 1+ years of experience in related field and/or strong internship experience
- Proficient in Microsoft Office
- Excellent organizational and communication skills with attention to detail
- Ability to multi-task and prioritize in a fast-paced environment