



Job Description

Position Title: Product Associate

Reports To: Senior Product Associate

Direct Report: None

Overview:

The Product Associate will support the buying team, along with the Product Manager, by tracking and updating all delivery information in the system.

Key Accountabilities:

- Work with overseas offices to update the system on all upcoming shipments
- Prioritize customer orders to support each factory's capacity
- Communicate all delivery delays to the sales team and make sure the system is updated accordingly
- Work with management on all air requests
- Review all shipments on the OOCL website and approve bookings
- Assist the sourcing team with tracking orders
- Communicate all invoices with the import department
- Communicate all shortages and overages
- Special projects as assigned

Required Skills/Abilities/Education:

- Bachelor's Degree in International Trade or Business, Fashion Merchandising or related field
- Ability to speak a foreign language a plus
- Excellent communication and organizational skills
- Detail oriented with the ability to multi-task