



Sourcing Associate

Position Title: Sourcing Associate

Reports To: Sourcing and Production Manager/Senior Sourcing Manager/Sourcing Director/VP of Sourcing and Production/ SVP of Sourcing/CSO

Direct Reports: None

Overview:

The Sourcing Associate will work closely with Sourcing & Production Manager on order placement, and work closely with Sales and overseas management in tracking and updating all information regarding order allocations.

Key Accountabilities:

- Assist Sourcing & Production Manager and/or Director with daily emails, sourcing inquiries and production packages.
- Send sourcing standards to overseas, follow up with overseas on price inquiries on daily basis.
- Maintain costing sheet up-to-date and accurate.
- Work with overseas and design / design ops team to clarify sourcing design chart issues.
- Work closely with the Sales team to ensure that all buys are entered in the buy plan and updated accurately and timely.
- Responsible for informing and updating the sales team and overseas offices on stock orders and special orders, placement and status (i.e. moving labels, reorders and daily inquiries)
- Follow up and communicate with the sales team and overseas offices regarding status of ad samples and prototype samples.
- Gather information to support analysis and disposition of quality issues.
- Send packages to overseas offices.
- Monitor D/F and D/A entry
- Provide pending DF/DA/Production package status on weekly basis.
- Special projects as assigned.

Required Skills/Abilities/Education:

- Bachelor's Degree in International Trade or Business, Fashion Merchandising or related field
- 1+ years of experience as a Sourcing Coordinator
- Ability to speak a foreign language a plus
- Excellent organizational and communication skills with attention to detail
- Ability to multi-task and prioritize in a fast paced environment
- Proficient in Microsoft Office