

HAMMER MADE

JOB DESCRIPTION

Hammer Made is a men's clothing boutique offering an apparel collection that contains distinctive, limited-run shirts made from the world's finest fabrics.

Job Title	Product Development Assistant	FLSA status	Exempt
Reports to	CEO	Effective Date	March 1, 2018

Job Purpose The Product Development Assistant is responsible for providing support to bring development concepts into existence and assist with all day to day processes from style development through production.

Essential Job Duties (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Assist designer with production specifications.
2. Track processes and monitor production deadlines.
3. Coordinate with vendors to manage production timelines.
4. Enter data into various systems and ensure the integrity of the information.
5. Work closely with the designer to assist in product development/design room set up and sorting.
6. Track samples and incoming fabrics.
7. Manage the organization, archiving, and updating of development assets and materials.
8. Work closely with Merchandise Planner to provide input on determining buying patterns.
9. Weekly, select the shirts to ship to individual stores.
10. Occasionally design sock apparel artwork.
11. Respond to emails in a timely manner.

Competencies

1. Strict attention to detail and follow up
2. Strong interpersonal and organizational skills
3. Skilled communication and written competencies
4. Strong color sense
5. Interpret various needs of the designer
6. Ability to prioritize and manage daily work load
7. Must work efficiently to meet stringent deadlines
8. Ability to work well under pressure in a team environment
9. Flexibility in regards to job responsibilities
10. Proactive/self-starter
11. Clear sense of ownership and accountability with responsibilities
12. Positive and helpful demeanor with a passion and interest in Hammer Made Required

Education and Experience

- College or design school degree required.
- 1-2 years of technical apparel construction experience preferred
- Computer skills: proficiency in Adobe Illustrator or Adobe Photoshop required. Familiarity with Microsoft office and Google Doc products preferred

Supervisory Responsibilities: This position has no supervisory responsibilities.

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is frequently required to sit, stand, stoop and walk for extended periods of time. While in the production area, flexibility in movement from seated floor position to working at table level are required. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:30 a.m. to 5:00 p.m. and must work 40 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand (this may be more frequent during busy times).

Travel

This position does not include out of town travel.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.