

## **Job Description**

**JOB TITLE:** Quality Control/Fabric Development Manager  
**REPORTS TO:** Director of Manufacturing

Summary: The Quality Control/Fabric Development Manager is responsible for the leadership and effectiveness of translating ideas into quality fabric products capable of mass production. This position works closely with the President/CEO, Director of Manufacturing; outside vendors, including but not limited to: yarn distributors, knitting, dyeing and finishing vendors, to ensure the development of high performance/high technical fabrics for manufacturing efficiently within budgetary and time constraints.

### **Major Responsibilities:**

- Responsible for working with vendors of raw materials, knitting, dyeing and finishing ensuring the development of quality reproducible fabrics.
  - Responsible for communications/consulting on all aspects of fabric.
  - Responsible for –establishing and monitoring specifications for each fabric.
    - Ensure all orders meet specifications
  - Responsible for ensuring fabric deliveries as needed to meet production orders and inventory needs.
  - Responsible for delivering service to customer orders, consistent with corporate guidelines for fabric.
  - Monitor Monthly Budget and Purchases schedule against yearly budgets. Revise as required.
  - Responsible for meeting year end budget guidelines for inventory - fabric.
  - Review processing schedules and production orders to make decisions concerning fabric inventory requirements and work with planning to ensure raw materials are available
  - Establish, manage and monitor vendor performance requirements, Monitor vendor compliance for specifications, on time deliveries, prices, and quality.
  - Establish secondary vendors for supply chain management considerations.
  - Establish Standard cost for fabrics, and manage costs, including waste, and knit loss.
  - Establish annual cost savings goals.
  - Develop new fabrics and products.
  - Evaluate new chemical treatments for moisture management, and anti-microbial treatments.
  - Establish and maintain 3<sup>rd</sup> party independent analysis for fabrics.
  - Work with Customer Service and Director of Manufacturing and Planning Manager on ship dates for customer goods to insure achievement of strategic customer satisfaction levels for on time delivery
  - Establish working relationships with key customers as required by management –as defined by management.
- Other duties as assigned.

### **Skills and Competencies Needed:**

- Minimum of 5 years experience in a similar position within textiles and/or manufacturing
- Extension use of computer programs to monitor inventory and perform other statistical analysis and communication. Software programs include but are not limited to: Outlook Express, Microsoft Office; AS400
- Excellent verbal and written communication skills required.
- Knowledge of computer network systems preferred.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to complete paperwork and other records and to operate a personal computer; and talk or hear both in person and by telephone.