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# Example of Fabric Manager Job Description

Our innovative and growing company is looking for a fabric manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fabric manager

* Prepare fabric information and details for Product Development team, including fabric specifications, suppliers and opening negotiated pricing
* Distribute all artwork for prints, yarn-dyes, and jacquards and manage the development process
* Distribute lab dip requests to mills
* Maintain the seasonal fabric library
* Issue sample po’s
* Maintain seasonal documentation in chart/ boards/ binder
* Daily communication with overseas office and mills with fabric inquiries
* Review merchandising plans and maintain calendar timing
* Offer fabric alternatives where original quality is cost, quality or lead time prohibitive for bulk
* Liaise with PD on testing issues, and production on bulk issues

## Qualifications for fabric manager

* Ability to influence senior leaders and peers to achieve business results
* Partner seasonally with the Production team to establish sourcing strategy to ensure best product and best price
* Meet regularly with the cross functional team to discuss any fabrics to styles and address any potential issues
* Monitor sales and retail sell-through to determine successes and failures, and to build this knowledge for future collections
* Alert team of any delays or issues with production, timing, quality
* Update and take ownership of seasonal WIPS charts with testing information