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# Example of Fabric Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of fabric manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fabric manager

* Attend weekly line status production meetings/ WIP’s to give updates of sample and stock approvals
* Review mill’s lab dips with Senior Director of fabric R&D and give comments (include Design when indicated on “need to see list”) and distribute comments to mills/fabric management
* Assist Senior Director of fabric R&D with all stages of fabric development when there is a time crunch
* Communicate daily with mills to confirm fabric pricing, minimums, and greige availability to keep Design, Merchandising, Production updated during product design meetings especially when fabrications change during the design process
* Inquire with mills about performance standards per fabrication when needed for technical product
* Assist fabric team with keeping track of all incoming submits of fabric mills
* Oversee sleeve/pant construction, fabric test process with Polo Sourcing, Tech R&D at Greensboro, N.C
* Assist Fabric Team in the general research of new mills, competitor’s fabrics .via the internet, email and reference materials
* Research new performance fabrics and technologies by attending domestic fabric shows , Internet and technical material magazines
* Attend local fabric shows with Senior Director and/or members of Fabric team

## Qualifications for fabric manager

* Outlook, Word, and Excel skills
* At least 5 years of experience in a similar roll
* Help maintain libraries with entire fabric team
* Current fabric library filed by mill name and season
* Past season fabric library
* Leather and suede library