



Example of Apparel Production Manager Job Description

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Our company is searching for experienced candidates for the position of apparel production manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for apparel production manager

- Maintain files that support all product record keeping
- Review weekly purchase order change notice charts and ensure timely updates
- Assist in monitoring deliveries and updating the wholesale tracking charts with shipping details
- Communicate with all related departments to ensure product details are consistent with the adopted style profiles
- Work with vendors to send product specs and description sheets for wholesale product
- Interface with testing department on all bulk test reports and approvals
- Administrative responsibilities, sending/tracking packages
- Drive quality standards throughout production stages, including incoming materials to shipped products
- Audit and confirm sample quality in terms of workmanship, specifications and other technical details to ensure all requirements are being followed correctly
- Audit and confirm current bulk production and solves problems that may arise during the production process

Qualifications for apparel production manager

- Support the production manager in implementing ME Key initiatives and quality tools in daily production operations

- Manage relationship with factory top management (Head of Production & Head of Quality) with support from Production Team Leader, Senior Production Manager, and ME team in implementing ME key initiatives and quality tools in daily production operations
- Manage junior team members and contribute considerably to the achievement of team objectives ensuring that quality is the paramount priority and focus
- Make day to day decisions within defined scope with limited support on resolution of complex production issues
- Drive effective communication with Creation Centres, Development, Material and Production, external suppliers and internal business partners in collaboration with Senior Manager Technical Services, Director, Technical Service to resolve quality problems, including timely communication of delivery risks