



# Example of Apparel Production Manager Job Description

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Our company is growing rapidly and is looking for an apparel production manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for apparel production manager

- Update the reference sheet with all final wash instructions for E-COM
- Input all variables such as cost, xfd/DC and terms
- Create a monthly WIP and update daily
- Communicate daily with overseas vendors to track all production milestones
- After all PO's are issued send out a PO report to all vendors to confirm all XF and cost are correct
- Provide all teams with weekly updates on status at a style level
- Ensuring we have 100% approved to TOP by deadline
- Collaborate with supply chain for delivery and purchase order updates
- Ensure physical production appearance is aligned with the development approved Virtual 3D image
- Support sampling process for product development as proscribed by current process (i.e., Proto Sample to Size Set Sample, Virtual image quality audits )

## Qualifications for apparel production manager

- Excellent critical thinking skills, curiosity and ability to use data to inform decision-making
- Must be proactive and possess the ability to plan ahead and work in a fast-paced environment
- Detail-oriented, hardworking and willing to take on challenges

- Excellent MS Excel ability
- Solutions-oriented with a positive attitude and a strong sense of team spirit and accountability