



Example of Collection Associate Job Description

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Our growing company is hiring for a collection associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for collection associate

- Meet with Designers to decide on trims, finishes
- Initiate Development packages and manage approval of all submits for fabric, trim, embellishments
- Communicate daily with merchandising/tech design/production teams, partners in Italy Offices regarding all relevant changes from design hand-off through stock
- Call out any issues that will affect delivery of sales samples or stock
- Keep track of yarn and development swatches
- Project Manage RFPs (request for proposals)
- Coordinate and prepare insertion orders, editorial credits, in addition to client communication
- Prepare competitive reports
- Learning ad sales, brand essence and sales process
- Evaluate new consumer risk related data sources and risk analytical tools, and develops innovative collection/recovery capabilities and processes

Qualifications for collection associate

- Excellent communications, collaboration and teamwork skills
- Professional and mature with a high degree of confidence in interacting with customers and business stakeholders
- Strong Adobe Photoshop and Illustrator experience
- BA/BS or equivalent experience in laboratory, research and/or clinical environments

- 2 years using an electronic database is preferred