

Hedley & Bennett

Sourcing Manager Job Description

Sourcing

- Manage the sourcing process end-to-end, from initial selection of fabrics and trims to collaboration with finished product vendors through timely delivery of bulk production inventory
- Develop and maintain strong strategic relationships with supply chain partners (agents, factories, material and trim suppliers, etc.) to ensure effective collaboration in meeting company objectives
- Develop and maintain a sourcing base that is lean, fast and efficient
- Ensure vendors are scaled correctly to execute products in compatible quality and minimum order quantities to complement the needs of Hedley & Bennett's product assortments and multi-channel distribution
- Identify supplier capabilities and core competencies to support the brand's needs
- Develop strategy for dual-sourcing styles in Development and for final placement of bulk PO

General

- Track internal development milestones to meet go-to-market calendar deadlines
- Set initial product costing goals and partner with internal teams and vendors to engineer products within cost parameters
- Identify new suppliers by preparing a detailed product brief and request for quotations
- Partner with the Design team for product design/development approvals, communicating approvals to vendors in a timely fashion
- Track open developments, reporting on their progress and ensuring prototypes are delivered on-schedule
- Perform initial inspection of prototype samples when necessary, measuring and advising Developer of inconsistencies between proto and spec
- Place initial PO's for new raw materials and new finished products
- Steer aggressively toward early delivery, being realistic/proactive to anticipate and quickly overcome obstacles to hit timely delivery

Manufactured Goods

- Source both raw materials (fabrics, trims) and finished products; Communicate requests from Designers to vendors and match vision with margin and quality
- Manage fabric bookings and timeline for fabric production and delivery
- Actively highlight development issues and propose resolutions to meet deadlines and make product production-friendly
- Ensure manufactured goods developments are production-ready; Oversee upstream development inputs (tech packs, patterns, wash standards, graphic artwork sheets) are complete and on-time to meet larger go-to-market deadlines
- Own Top of Production Inspection and QC process for new materials and manufactured products

Wholesale Buying and Private Label Development (Kitchen Essentials)

- Manage the Buying process from end-to-end, from initial selection of products, design modifications, and vendor communication through timely delivery of bulk production inventory
- Identify new wholesale suppliers by maintaining a diverse and up-to-date library of line sheets and catalogs
- Place and actively track sample orders
- Own First Article Inspection and QC process for new products

Data Management

- Ensure products are system-ready (ERP, other data management tools) through the maintenance of high-quality master data (product, vendor) and prioritize the resolution of data quality issues