

Technical Fit & Pre-production Coordinator

Appaman is looking for a Technical Fit & Pre-production Coordinator who is passionate, detail oriented, and highly motivated to help to grow our amazing children's clothing brand. If that sounds like you, consider joining a remarkable team at our highly creative, entrepreneurial spirited HQ in the heart of Manhattan.

What you'll do:

- Work closely with the design & production teams to manage the pre-production sampling process, generate size specifications, and ensure the overall quality & accuracy of final products.
- Specific job responsibilities include (but are not limited to):
 - Requesting, measuring, and evaluating all fit, pre-production & TOP samples.
 - Generating & maintaining all specs (knit, woven, and cut & sew) and communicating all fit changes to overseas manufactures.
 - Organizing and leading all fittings, taking detailed notes, and editing/approving tech packs for production.
 - Developing a standardized size grading system.
 - Utilizing a cloud based inventory system to input and manage new collection styles.
 - Communicating with the design team and factories to track all new styles, compile fabric and style care information for upcoming seasons.
 - Managing quality control and carefully reviewing samples prior to shipping season.
 - Assisting with pre-production product testing to ensure materials are safe and appropriate for the consumer.
 - Creating care labels by evaluating fabric content & analyzing garment construction.

What we're looking for:

- Passion and enthusiasm for Appaman!
- Minimum of 2-3 years experience in children's technical design, patternmaking, or related pre-production field.
- Capability in Adobe Illustrator and Excel is a must.
- Professional experience in creating tech packs, fitting children's clothing, size grading, and a strong understanding of both knit and woven garment construction.
- Familiarity with children's product testing would be ideal.
- Kindness, sense of humor, and a positive, can-do attitude.
- Extreme attention to detail & strong organizational skills.
- Ability to take initiative, multi-task, function independently, and adapt in a fast-paced environment.

If you're interested, email careers@appaman.com with...

- Your resume
- A cover letter that gives us a legit sense of your personality.