**Job Description for:** \_\_\_\_\_\_\_\_

**Based at:** Purnaa Enterprises

**Title**: Knitting Production Manager

**Reports to:** Director of Operations

**Job purpose**: To oversee knitting production and ensure the all teams produce on schedule and meet quality standards. Demonstrate servant leadership.

**Key responsibilities and accountabilities:**

1. Manage machine knitting, knitting handwork, and packing of knit products
   1. Maintain the Production calendar. Work with Project Manager and Sourcing to ensure no production down days.
   2. Make sure all Production departments operate smoothly and make improvements.
2. Oversee Knitting Production Teams. Lead, Manage, and hold each team Accountable for their daily work and goals.
   1. Sampling
      1. Work with sample team members to ensure all projects are completed properly and on time. Samples, Patterns, POM’s, Direction Cards, etc.
   2. Knitting:
      1. Work with Machine Knitting Manager, Knitting Handwork Manager, Project Managers, Quality Control, and Sampling to ensure all products are properly knit.
      2. Work with the Machine Knitting Manager, and Knitting Handwork Manager to improve output and ensure average on-target sewing.
   3. Packing
      1. Understand packing standard for each project
      2. Work with Packing team leader to ensure all products are properly packed
   4. Stock Tracking
      1. Work with the Stockist to ensure that all materials are properly stored, coded/tagged, and organized.
      2. Work with the Stockist to ensure digital records are accurate. Ensure that a Cycle Count is conducted quarterly.
3. Training
   1. Make sure Sampling, Knitting, and Packing teams are well trained and equipped to do their jobs well.
   2. Lead weekly Team Leader meeting to celebrate progress and discuss problems that need improved or addressed.
4. Misc
   1. Oversee Knitting Production milestones as required
   2. Report piece rate achievement and work-in-progress to accounting at the end of every month.

**Working Hrs:** Sunday – Friday, 9:00 am – 5:00 pm. Extra hours may be required to meet deadlines.

**Qualification Requirements**

1. Bachelor’s degree or higher in a related field

2. 2+ years of work experience

3. Strong computer skills for general administrative tasks and project planning with spreadsheets

4. Good organization skills and strong attention to detail