

# **JOB DESCRIPTION**

- Position : **PD EXECUTIVE (PRODUCT DEVELOPMENT)**
- Department : Sales Department
- Report to : Sales manager

## **RIGHTS**

- Opportunity for high development for individuals who are truly capable of working in accordance with the support of the company.
- Ensure compliance with the regulations of the State: social insurance, health insurance, 13<sup>th</sup> month salary.

## **RESPONSIBILITIES**

- Responsible for sourcing, developing, cost calculation & purchasing of new productions
- Negotiate pricing and minimums (MOQ); sample lead-times; bulk production lead-times based on development specifications given with appropriate vendors and sources;
- Collaborate with the Sales team in analyzing and understanding the specific instructions of a trim development; determining various techniques and materials to use appropriately;
- Contributes in the best possible way & works towards the goals and objectives of the organization
- Collaborating with Customer Service & Purchasing departments in the timely and accurate passing of approved trim item information for bulk production;
- Follow up order and sample in-house or from outsource supplier; visit the outsource partners to resolve issues and inspection of production, finished goods and push for timely delivery;
- Maintain necessary data and records for future reference.

## **JOB REQUIREMENTS**

- Education background : Graduated from College or University
- Knowledge : understanding of trim products
- Professional experience : At least 1 years experience on Garment/Textile industry for this position
- Skills : Communication, computer skill
- Languages : Speak English
- Character : Active, friendly, truthful, well organized

## **COMPANY INFORMATION**

- Charming Trim & Packaging Co.,Ltd
- We are a global company, establish in 1991 in Hong Kong. We have invested the factory in Viet Nam from 2014. Beside factories in China, Viet Nam, we have another factories in Bangladesh and many offices in US, Europe, Asia.

- We manufactory trim, labels, packaging in garment industry.
- Charming Vietnam factory is in Dong An 1 Industrial Park, Thuan An City, Binh Duong province.
- You can visit our website to get more information.
- [www.charmingtrim.com](http://www.charmingtrim.com)

**CONTACT:**

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