



Sourcing Associate

Position Title: Sourcing Associate

Reports To: Sourcing Manager/Senior Sourcing Manager/Sourcing Director/VP of Sourcing and Production/
SVP of Sourcing/CSO

Direct Reports: None

Overview:

The Sourcing Associate will work closely with Sales and overseas management in tracking and updating all information regarding orders and samples.

Key Accountabilities:

- Assist Sourcing Manager and/or Director with daily emails, sourcing inquiries and production packages
- Work closely with the Sales team to ensure that all buys are entered in the buy plan and updated accurately and timely
- Responsible for informing and updating the sales team and overseas offices on stock orders and special orders, placement and status (i.e. moving labels, reorders and daily inquiries)
- Follow up and communicate with the sales team and overseas offices regarding status of ad samples and prototype samples
- Gather information to support analysis and disposition of quality issues
- Send packages to overseas offices
- Receive packages from overseas offices and distribute internally
- Review weekly and prep monthly for approval status reviews
- Monitor D/F and D/A entry
- Special projects as assigned

Required Skills/Abilities/Education:

- Bachelor's Degree in International Trade or Business, Fashion Merchandising or related field
- 1+ years of experience as a Sourcing Coordinator
- Ability to speak a foreign language a plus
- Excellent organizational and communication skills with attention to detail
- Ability to multi-task and prioritize in a fast paced environment
- Proficient in Microsoft Office