



Job Description

Position Title: Assistant Designer

Reports To: Senior Designer/Designer

Direct Reports: None

Overview:

The Assistant Designer will provide overall support to the Design team by assisting in preliminary design research, creating tech packs and assembling presentation boards and materials.

Key Accountabilities:

- Work closely with designers to create, update and prepare technical packs to be sent to overseas factories and vendors
- Ensure all production package requests are processed accurately and in a timely manner
- Meet all deadlines in adherence to the seasonal design calendar
- Track and update the design sample schedule to ensure deadlines and sample production milestones are being met
- Coordinate and upload sample packages and provide color and reference samples to the sample room as necessary
- Receive and review samples with designers and send sample comments to the sample room
- Email sales when new samples are received
- Maintain product development logs, line sheets, fabric and color library, design archives library, and inspiration boards
- Create CAD sketches of styles in development
- Contribute to complete landscape and brand research
- Help maintain seasonal design catalogs
- Special projects as assigned

Required Skills/Abilities/Education:

- Bachelor's Degree in Fashion Design
- 1+ years of experience in related field and/or strong internship experience
- Proficient in Adobe Creative Suite
- Excellent organizational and communication skills with attention to detail