



## Job Description

Position Title: Design Operations Assistant

Reports To: Manager of Design Operations / Director of Design Operations

Direct Report: None

### Overview:

The Design Operations Assistant will assist in major seasonal design development and execution activities across all brands.

### Key Accountabilities:

- Create and maintain design charts for all details
- Support style tracker creation and maintenance for a specific area
- Work directly with Design on all seasonal specification requests
- Responsible for uploading design charts, spec pages, and artwork for sourcing
- Upload and coordinate all necessary production package changes for a season (fabric updates, color edits, packaging details, etc.)
- Assist with LMS submissions
- Manage the seasonal 'Trip Book' (Line Plan Catalog) for Sourcing, which includes all design chart details for costing purposes
- Special projects as assigned

### Required Skills/Abilities/Education:

- Bachelor's Degree in Fashion Design, Product Development or related field
- 1+ years of experience in related field and/or strong internship experience
- Excellent Excel skills
- Excellent organizational and communication skills with attention to detail
- Must be a strategic thinker, persuasive and collaborative
- Proficient in Adobe Creative Suite (including InDesign)