

VF INTERNATIONAL OD & AS

JOB DESCRIPTION & PROFILE

Revised date: 07 April 2016

Business Title: **6 months internship Sourcing Trainee Vans**

Country/Location: Stabio

Department: Operations/Sourcing

Supervisor: Sourcing manager EMEA

GENERAL SUMMARY

The role of the Candidate will be to support the department in the daily activities during both sales man samples and bulk production orders

Reporting to the Sourcing Manager he/she'll have to follow up on vendor performance (on time response and samples submissions during development stage, on time delivery for sms (sales man sample) orders and bulk orders. Main customers will be

- Product and planning team (internal)
- Vendors/suppliers(external)

PRIMARY ACCOUNTABILITIES

- Monitor salesman samples orders on a weekly basis. Highlighting discrepancies and communicating adjustments to suppliers. Submitting completed forms to Product Acquisition Dept
- Interact with Product Team to ensure that all information is set up and available before order placement (inline and Special make Up orders SMU)
- Order verification and maintenance (ensure alignment on agreed prices and delivery dates)
- Data Maintenance (On Time Performance & Volume)
- Monitor production reports submission from suppliers highlighting discrepancies and potential issues
- Weekly delivery maintenance and communication with Product Acquisition dept and system update

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and /or abilities required for the individual to be successful in this position.

- *Education:* Degree in Textile/Garment Management preferably
- *Experience:* 1 to 3 years garment sourcing/production experience, are a preference

COMPETENCIES

- *Organisational skills:*
 - Coordinate and support Sourcing Dept during the daily activity to help achieve agreed goals
 - Establish and maintain good working relationship between internal and external relationship
- *Language skills:* English, strong communicator in written and verbal form
- *Analytical Skills:* yes
- *Mathematical skills:* yes
- *Computer skills:* yes, Excel, Powerpoint, Word (Office package)
- *Others:*
 - Organized, accurate and able to work under pressure
 - Knowledge of the production cycle and the raw materials is a nice to have requirement.
 - Collaborative person with good personal relationship and teamwork skills
 - Problem solving capabilities

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