



Project Description

Project: Production Assistant and QC Manager

Project Time Commitment: 2.5 years minimum

Project Manager: AIM Training Center (ATC) Manager, Veassna Sang

Program: Reintegration

Project Summary:

Interact with the US based Design/Product team and the Cambodia based manufacturing team, acting as a liaison between the US and Cambodian teams, ensuring designs are translated and replicated to the product quality standards intended. Assist the sewing room manager in the production cycle from initial product sampling to delivery of quality goods (FOB Phnom Penh).

Project Goals

Throughout each segment of the following major milestones the following goals must be completed:

1. Be the main liaison between the designers and patternmakers to the manufacturing floor
2. Distribute and communicate tech packs and patterns to sewing team leads and the sewing room managers
3. Approve all initial samples before they are shipped to US design team for final approval
4. Communicate any edits or changes made to product samples
5. Keep organized records of all samples and changes
6. Make small edits in Gerber AccuMark, print patterns, and update sample packs in Illustrator
7. Confirm approved final samples with US and updated sewing team with updated tech packs, patterns, and finalized approved sample
8. Store and record changes, with date, for all updated tech packs, patterns, and final updated samples in sample library
9. Spot check QC during production to ensure quality in all products, looking for any inconsistencies or repetitive QC problems
10. Troubleshoot and problem solve any major QC issues occurring
11. Learn from QC team their process, understand their needs and equipment update needs, and find creative solutions to empower them in their job and increase quality and production flow.
12. Approve and troubleshoot any color printing issues, new fabric samples, and new tagging
13. Assist sourcing team with fabric deliveries by approving new stock, and communicating arrival timing for production needs
14. Create and implement plan for training Khmer staff member to move into the role
15. Provide time for discipleship and mentoring

16. Implement opportunities for training in skills and leadership with current staff
17. Attend regular meetings with Project Manager for accountability and project assessment
18. Follow all AIM Standards, Policies and Procedures

Education and Experience:

Degree focused in apparel, quality control, or relative field; or equivalent industry experience
1+ years experience working with garment construction or design/production process
Background in production, sewing, and/or Quality Control preferred

Required Skills:

Proficient in Gerber AccuMark and Illustrator
Basic level of Adobe Illustrator
Proficiency in Microsoft Office
Strong written and verbal communication skills
Natural problem solver and ability to see areas for improvement easily
Ability to organize and prioritize multiple projects, while operating in a fast-paced environment
Strong knowledge of garment construction
Ability to read and translate spec packs to production team
Ability to work across multiple cultures
Strong eye for detail
Ability to be flexible and react to change
Ability to resolve conflicts in a professional manner
Collaborative team player
Open to learn and take constructive criticism
Natural Eye for design preferred
Working level of Khmer language preferred
Fluent in English

Essential Requirements:

Maintain a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ
Speak of Agape International Missions, our staff, our partners, participants in our programs, and other organizations with respect and honor across all communication platforms, faithfully praying for each
Act as an Advocate for AIM and each individual AIM serves, understanding the problem, raising awareness of the need and how everyone can respond
Maintain confidentiality
Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and the department in particular

Physical Demands & Work Environment

The physical demands and work environment characteristics are representative of those that must be met by a volunteer to successfully complete the project goals.



Project Description

Physical: The volunteer is regularly required to articulate speech and exercise auditory perception. The volunteer is frequently required to stand, walk, sit, bend, stoop, kneel, climb, use hands to finger, handle, or feel, and reach with hands and arms. The volunteer is regularly required to lift and/or move up to 25 pounds. Visual acuity is required for this position including near/ farsightedness, peripheral vision, and the ability to adjust or correct focus.

Must be able to travel long distances via plane, automobile, moto, bicycle and walking

Must be able to climb stairs during the course of a normal day

Must have necessary shots, inoculations and medication as advised by US Department of State regarding travel to Cambodia and Southeast Asia

Travel Requirements: The volunteer position is located in Cambodia, therefore international visa and travel documentation are required. Travel back to the United States for fundraising should be coordinated with the project manager.

Must obtain in-country medical insurance 20 days before arrival to Cambodia.