



Project Description

Project: Production Assistant and QC Manager

Project Time Commitment: 3 years minimum

Project Manager: Agape Training Center Director

Program: Agape Training Center (ATC)

Project Summary:

This role will interact and be a liaison with the US based Design/Product team and the Cambodia based manufacturing team; ensuring designs are translated and replicated to the product quality and standards intended. The Production Assistant and QC Manager will 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 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 the 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 the US and update sewing team with updated tech packs, patterns, and finalized approval 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 of repetitive QC problems
10. Troubleshoot and problem solve any major QC issues occurring
11. Learn process from the QC team, 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. Train and mentor one or more Khmer staff member(s) in order to hand the role off to Khmer staff.
15. Be available and present for issues during regular operation of program
16. Provide time for discipleship and mentoring
17. Implement opportunities for training in skills and leadership with current staff
18. Attend regular meetings with Project Manager for accountability and project assessment
19. Follow all AIM Standards, Policies and Procedures

Education and Experience:

Degree with a focus in apparel, quality control, or related field, or equivalent related experience

Minimum of one year working in garment construction or design/production process

Skills and Requirements:

- Strong written and verbal communication skills
- Strong organization skills
- Natural problem solver and ability to see areas for improvement; bringing solutions and implementing them individually, or within a team
- 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 the production team
- Ability to work across multiple cultures
- Strong eye for detail
- Ability to be flexible and react to change
- High level of emotional intelligence
- Excellent and proven conflict resolution skills
- Ability to own resolution of conflicts while appropriately involving management when necessary
- Collaborative team player
- Ability to accept and give constructive feedback and make necessary changes
- Natural design ability
- Basic level of Adobe Illustrator
- Proficient in Microsoft Office
- Fluent in English



Project Description

- Ability to learn Khmer

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
- Must come to AIM through Globe International or an approved sending organization