



POSITION DESCRIPTION

POSITION TITLE : Technical Manager/K2006

DEPARTMENT : Product

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Brand Director

POSITIONS SUPERVISED : Variable

POSITION PURPOSE

- To provide strategic leadership to department
- To ensure that the brand product standards are updated with the latest international technical standards and are at par with competitors.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Input on the technical feasibility of garment fabrication at the design phase and suggest alternatives from a technical perspective in case of non compatibility of styling details
- Advise buying team of the fabric specifications based on the designers' requirement
- Advise technologists of any changes in garment construction after initial design approval and advise on alternate construction based on the required styling detail
- Give final approval on tech packs prior to sending to buying team
- Receive all lab-dips, strike-offs and desk-loomings from buyers, review with management and buyers and give approvals
- Produce seasonal fabric swatch charts per pantone to ensure color consistency across the different sub-departments and suppliers
- Review all fit and PP samples with buyers and technologists and provide technical approvals or rejection comments
- Identify internal focus groups across varying lingerie and nightwear sizes for more extensive trialing of sizes sets
- Produce size set guidelines relative to international industry norms across the various sub-departments within the brand and review seasonally
- Ensure that sample size sets from competitive brands are purchased as required to ensure that fits are consistent
- Conduct regular customer focus groups and meetings with sales team to determine product expectations and preferences from a technical perspective
- Conduct regular market visits to analyze market trends from a technical perspective
- Conduct post-seasonal meetings with retail to discuss sizing or other technical concerns during the season
- Prepare and conduct internal department workshop on fabrics, trims & garment construction as required
- Prepare Purchase Requisitions and arrange approvals and timely payments of the Product Development related expenses
- Train new hires on how to execute detailed technical packs for all silhouettes, including but not limited to
 - Prototype request form
 - Garment construction request form
 - Measurement specification request form
 - Colour component request form
 - Fabric development request form
 - Lab-dip request form
 - Print strike-off request form
 - Embroidery request form
- Delegate tasks to garment and pattern technologists and ensure an even distribution of work



- Ensure that project lists are maintained and updated on a weekly basis by the technical team so that all internal teams have accurate information available on project status
- Oversee Product Development CPAs and ensure all timelines are met
- Ensure product development objectives and achievements are recorded in the department KPI file on a monthly basis
- Ensure that comprehensive technical information is provided to the Product Training team as and when required in accordance with deadlines provided
- Liaise with QA Department on sample submissions and resolution of quality issues as required
- Monitor performance of and prepare quarterly KPI reviews for direct reports
- Do product costings and share them with marketing
- To assist in the negotiation of prices with the suppliers

PERSONAL CHARACTERISTICS:

- Punctual
- Organized
- Diligent
- Independent
- Self motivated

PERFORMANCE MEASUREMENTS

- Ensure that the team is led strategically and developed in accordance with brand objectives
- Implementation of the new CPA format across departments (12 steps) to ensure the launch of 90% of the seasonal fashion collections on time
- Create templates for detailed tech-packs by garment type - predetermined technical data base
- Standardize the base fabrics and trims by garment type
- Standardize the construction and sewing techniques by fabric and garment type

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree preferred
- Proficient with MS Office
- Impeccable spoken and written English
- A minimum of 9-10 years of working experience in garment industry with sound knowledge of all stages of garment product development & production
- A minimum of 3-4 years of experience in a management position

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated (Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 3
- Creativity - 3
- Managing Relationships - 3
- Integrity and Trust - 3
- Problem Solving - 3
- Priority Setting & Time Management - 3
- Developing Others - 3
- Job Knowledge - 3
- Valuing Diversity - 3



Department Head:

Employee: