

# GREEN SHEET

Rather GO Green Than BE Green - Now on Recycled Paper

MONDAY AUGUST 19, 2013

Published by: **EXTRA SECRETARY**  
(California Market Center)  
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## C L A S S I F I E D

### POSITION OFFERED

#### Diane Levin Showroom

Seeking **Account Executive** to handle West Coast territories. Must have min. of 3 yrs exp in better women's market & have established account relationships w/ working knowledge of showroom sales. Department store & volume exp preferred. Candidate will have strong follow up skills & be a self-starter. Some travel & trade shows required. Salary + Commission package commensurate w/ exp. Email resume & cover letter to: diane@dianelevinsales.com

Seeking **FRESH NEW JR DESIGNER** for a well-established "Better" JR Company-Junior Tops & Soft Bottoms. Min of at least 3-5 yrs exp in JR & Young Contemporary. Strengths in Domestic FAST Fashion, Domestic/Import Fabric Resources & Knit Tops. Must be able to identify customer base & overall good strong spirited work ethic. Submit resume to: designerresume12@gmail.com

### YOUR AD HERE

email your ad to: [greensheet@extrasecretary.com](mailto:greensheet@extrasecretary.com)  
VIEW ONLINE AT: [extrasecretary.com](http://extrasecretary.com)

#### **Production Coordinator**

Seeking a detail oriented person to be a part of the production department. Looking for a bright individual with industry exp to grow with the company. This position is a multi-function position w/ opportunity to obtain vast exposure & exp in many areas within a company.

#### *Job Responsibilities:*

- Create & maintain finished good PO's for domestic factories
- Create, issue & track raw material (fabric, hardware, trims) PO's
- Seasonal review of purchase plan to calculate raw material consumption for raw material buys
- Run weekly report to review & manage raw material inventories
- Assess workflow at factories to manage lead-time for production planning
- Oversee end of season raw material physical inventory at factories and update system accordingly
- Reconcile and approve all production invoices for raw material and finished goods purchased
- QC finished goods at the factory and warehouse

#### *Job Requirements:*

- Proficient in MS office including Excel, Outlook & Word
  - Proficient in Blastramp
  - Highly motivated, dependable, organized, focused & extremely detail-oriented.
  - Must be organized & have the ability and drive to multi-task in a fast paced, team environment
  - Project management & multi-tasking skills
  - College level education or equivalent
  - Must have a reliable vehicle to drive to factories
- Please email resumes to: [jfarmerie@gmail.com](mailto:jfarmerie@gmail.com)

### POSITION OFFERED

## CHAN LUU

Chan Luu Inc. is looking for an **Account Manager** with a min of 3 years wholesale sales exp. Candidates must be entrepreneurial, trade show savvy, self-starters with strong follow up skills. Travel is required. NorCal & Western states a plus. Please send resumes to: [mkanagawa@chanluu.com](mailto:mkanagawa@chanluu.com) or fax to: 213.624.1816

### INDEPENDENT REP WANTED

Seeking **PROFESSIONAL SALES REP** that sells & services major department stores (Macy's, Windsor, Bloomingdales, Nordstrom, etc.)  
The Soho Apparel Group Inc. team is looking for a sales rep to place this new & upcoming young contemporary line, "Love, Soho" in major retailers. Must have exp & knowledge in selling to major retailers & chain stores. Must have strong current relationships w/buyers. Email resume to: [anna.lundahl@sohoapparelgroup.com](mailto:anna.lundahl@sohoapparelgroup.com)

### SHOWROOM SPACE AVAILABLE

Showroom Space Available for Markets/Permanent. Contemporary Showroom Cooper Building 3rd floor. For info contact: [michael@languageosangeles.com](mailto:michael@languageosangeles.com)

### FOR SALE

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Please call to inquire: 213.629.2485

### LABOR DAY HOLIDAY



Extra Secretary will be closed for the holiday  
Monday,  
Sept. 2, 2013

next issue of the green sheet out tuesday: 9/3/13

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MARKET DATES

**August 2013**

Monday 8/5 - Thursday 8/8

Los Angeles Market

Monday 8/19 - Wednesday 8/21

MAGIC- Las Vegas

Sunday 8/25 - Tuesday 8/27

Fashion Mkt NorCal San Mateo

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