

GREEN SHEET

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MONDAY AUGUST 24, 2015

CLASSIFIED

POSITION OFFERED

Showroom/Admin Assistant needed for busy Junior showroom in CMC. Responsibilities include working directly with the owner in all office organization, merchandising and sample coordination as well as computer work and potential travel to NY office. Must be detail oriented, organized with some experience in fashion industry. Email: Jonas@tunnelfashions.com

PATTERN-MAKER/SAMPLE-MAKER

Experienced Pattern-maker/Sample-maker, needs to understand: draping from sketch, fit, construction evening wear techniques, be open-minded and understand the importance of deadlines. Requires examples of work. Email: tblaake@gmail.com or call 423.995.0450

Production Assistant Apparel

Full-time *Please note this is not a design job.

Duties:

- Data entry
- Email correspondence
- Preparing packages for shipment to overseas vendors + tracking their whereabouts.
- Creating + updating reports
- Assisting w/ various special projects as needed
- Creating spec sheets / measuring garments
- Knowledgeable w/ style master, cost sheet, cutting tickets, pre-production fittings
- Handle production receiving
- Organize + maintain files systems
- Participate in cross-functional team meetings
- Pull, organize, send out trims & maintain inventory
- Other tasks as needed

Required Skills:

- Spanish required
- Advanced knowledge of Excel
- Knowledge of OS X, Microsoft Office 2011, (Apparel Magic a plus)
- Must be able to type 45 wpm
- Excellent communication + interaction skills
- Must be a team player and willing to work overtime + weekends as needed
- Able to work independently + perform required duties in a timely manner
- Exceptional organization + filing skills
- Basic math skills
- Good handwriting + spelling
- Quality research + development skills
- Production background experience preferred

Physical Activities:

- The duties of this position require sitting, standing, walking, speaking, hearing, seeing, typing, lifting (independently or with others).

Submit a handwritten cover letter scanned as a handwriting sample + typed resume and references to: jobs@dosainc.com

POSITION OFFERED

Production Coordinator

Gmt manuf. looking for professional, highly detailed, organized person with min. 5 y prod. coord. exp, able to follow high volume orders/ WIP report. Excellent communication skills required with exp. speaking to buyers as well as factories. This is a freelance part time pos. & mornings +flexibility are needed. Proficiency in excel required. Denim exp a plus. Email resume to: gmtsintl@gmail.com



Office/Admin Position in Fashion Building

Seeking creative individual who can multi-task in fast paced enviornment and is a quick leaner. Must be computer savvy. Proficient with MS Word, Excel & some photoshop. Social media skills a plus. Email resume to: info@extrasecretary.com

REP WANTED



ROAD REP

Stylish, Contemporary lifestyle bag collection seeks an experienced road sales representative. Must have strong, established relationships with specialty buyers within the California market. Base + Commission. Please email resume to: Tammim@kalencom.com



HIGHEST COMMISSION PAID TO SALESPeOPLE IN THE INDUSTRY! Major opportunity to represent our brand in NY/LA for major active accounts in Missy or Plus. Independent, freelance or multi-line reps welcome. Please email your resume to: jhoffman@ali-kris.com

SITUATION WANTED

SALES PROFESSIONAL SEEKING OPPORTUNITY

Dynamic, exp'd sales prof. desires full time position in apparel or gifts. Eager to expand trade show and specialty store business. Ready to work Las Vegas, LA & Regional Markets as well. Exp'd in Accessories too! Call Gina: 310.266.8950 or email: gvenice1@hotmail.com

C L A S S I F I E D

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

FASHION INDUSTRIES GUILD




Fashion Industries Guild presents Movie Night at the Orpheum Theatre

This year the Fashion Industries Guild fund-raising event is Movie Night at the Orpheum Theatre. They will be showing the Adventures of Priscilla, Queen of the Desert, a 1994 classic. The Orpheum Theatre has been restored to its original ornate architecture of the 1920's. The event will take place on Saturday, October 3rd and will feature a VIP party prior to the movie. All proceeds will benefit the Hal Kaltman Fashion Industries Guild Congenital Heart Research Endowment and the Fashion Industries Guild Congenital Heart Laboratory at Cedars-Sinai. The Fashion Industries Guild has provided philanthropic support to Cedars-Sinai for almost 60 years and has raised more than \$23 million. For information on sponsorships and tickets, please contact Lori Feldman (323) 866-6896, lori.feldman@cshs.org, Steve Marienhoff (213) 627-2151, steve@FashionIndustriesGuild.org or Eileen Ellis (818) 704-1853 eileen@FashionIndustriesGuild.org.

WHEN: Saturday, October 3, 2015
 WHERE: Orpheum Theatre
 842 S. Broadway
 Los Angeles, CA 90014

S E C R E T A R Y & S H O P S

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