



## Job Description: Production Assistant

At Small Shop, we are passionate about facilitating the crafted goods and apparel life cycle with brands, designers, and makers in India who all value healthy long-term business relationships. We take a holistic approach to realizing the full potential of our client's brand by leveraging our industry expertise from early-stage development through re-order as an extension of a company's own in-house team. Our clients and partners benefit from our commitment to the centrality of collaboration and equity in nurturing healthy business relationships to ensure long-term mutual growth.

Small Shop is seeking a part-time, in-person Production Assistant. This Assistant will work closely with the founder to process samples and handle quality control processes. Work will be in-person at 5215 N Ravenswood Ave in Chicago, starting at 10-15 hours per week (2 days) with potential for growth over time. Scheduling will be relatively consistent but some flexibility is required based on sample arrival. Assistant will most often self-schedule based on shipment tracking.

### Responsibilities:

- Follow shipment tracking numbers and schedule shifts around shipment arrivals.
- Measure and photograph sample products; review construction against specifications; compare sample to previous generation; identify differences between sample and specification sheets; clearly document findings and changes needed.
- Create shipping labels and ship small packages from local FedEx and UPS locations.
- Assist in Quality Control (QC) process upon bulk product arrival.
- Utilize Rechain PLM software for measurement and feedback recording.

### Required Skills:

- Proficient in Google Sheets, Excel, Gmail and Dropbox.
- Able to quickly learn new software.
- Comfortable accurately measuring garments and other products in both metric and imperial units.
- Experience creating technical flat drawings in Adobe Illustrator preferred.
- Keen eye for detail.
- Strong problem solving and deduction skills.
- Must provide own cell phone camera for photographing products.

Physical requirements include the ability to move around the office, visually observe details, handle materials, use a computer, travel locally, and frequently lift and carry items and boxes weighing up to 25lbs.

**Salary:** Starting at \$22/hour

**To apply:** Please email [taylor@smallshopllc.com](mailto:taylor@smallshopllc.com) with your resume and a brief cover letter describing why you are interested and qualified for the position.