

## **Production Assistant**

**Reports to:** Director of Operations

General Description: Responsible for all production activities that require communication to Technical Design and Production in relation to sample process, first time orders, time studies, BOM allocation, training, and data record keeping.

**Education:** High School Diploma or GED required. Bachelor's degree in Apparel preferred but not required.

**Training:** Provided on the job and supplemented with external seminars and/or classes.

**Skills:** See “Key Competencies” section below.

**Experience:** Three years of work in a manufacturing facility (similar in size and scope to NSA) preferred.

### **Specific Accountabilities:**

- **Samples and New Products:**
  1. Lead the sample process taking over all SQRs and new product requests issued by Technical Design. Follow all steps making sure BOMs, Routings, BYTE Setup and work instructions are correct, pre-production including markers, material utilization and labeling, cutting and sewing are accurate.
  2. Map the technological process for manufacturing items running the progressive bundle system including equipment, hurdles, constraints, etc.
  3. Calculate the correct sewing and cutting times to be used for pricing purposes in minimum quantity and mass production.
  4. Ensure that the quality of the sample meets all NSA standards.
  5. Make all corrections necessary for samples to be ready for future orders without any issues.
- **First time orders:**

1. Make sure all production related documents are accurate before sending to production
  2. Follow first order through manufacturing process.
  3. Coordinate a time study to make sure that the time is accurate.
  4. Confirm actual production follows process outlined during sample or new product integration.
  5. Involve supervisors and QA in this process to ensure that these products are assigned to the right employees and the quality meets NSA standards.
- **Existing Products & Current Production:**
    1. Expediting critical orders as needed
    2. Continue to monitor all NSA products that standard times are not met by conducting time studies.
    3. Coordinate any pattern change requests with Technical Design relaying changes back to production once finalized.
    4. Confirm consistency in various programs is up to date and accurate.

**Key Competencies:**

**Attitude**

Approaching problems in a way that turns them into opportunities  
Maintaining a positive outlook on a consistent basis  
Persisting, refusing to give up

**Initiative**

Recognizing and seizing opportunities  
Going above and beyond  
Dependability

**Achievement Orientation**

Setting challenging goals and measuring results  
Finding better ways to do things (OFI process)

**Analytical Thinking**

Setting priorities  
Thinking logically, analyzing situations systematically  
Anticipating obstacles

**Self Confidence**

Presenting self in confident manner

Stating position clearly, respectfully, and confidently in conflicts

Taking responsibility for and learning from mistakes

**Teamwork and Collaboration**

Soliciting input from and involving others

Working collaboratively with supervisor, peers and others across the entire organization

**Language**

Proficiency in Cantonese, Mandarin, and/or Spanish a plus but not required