

Purnaa Enterprises Pvt.Ltd

Job Description: Project Manager

Reports to: Project Manager Team Lead

Company Overview: Purnaa is a World Fair Trade Guaranteed company, an ethical manufacturer of products that export to North America, Australia, New Zealand, and Europe. We are passionate about ethically manufacturing high-quality products and creating job opportunities for marginalized people in Nepal.

Key responsibilities and accountabilities:

1. Oversee specific orders as assigned from start of sampling to shipping and ensure timely, efficient, and correct fulfillment. Stay updated on projects you are assigned as a backup to assist the primary PM as needed.
 - a. Facilitate communications among different teams (sales, sourcing, sampling, production, QC, logistics, accounting) to prepare for and coordinate timely and correct fulfillment
 - i. Coordinate with sales team to ensure seamless hand-off of new projects from sales to project-management and back to sales for follow-up
 - ii. Coordinate with sourcing to ensure availability of materials to meet customer requirements
 - iii. Follow Purnaa's pre-production development process with the sample team to ensure the most efficient and excellent creation of samples, patterns, and sample documentation
 - iv. Track estimate FOB cost and work with sourcing and sampling to ensure the final sample is on cost with the customer's target.
 - v. Approve sample before shipping to ensure it meets the customer's fabric, fit, and construction requirements
 - vi. Coordinate with operations and production managers for scheduling and pricing of customers' products
 - vii. Coordinate with accounting and logistics for timely, accurate invoicing and fulfillment
 - viii. Coordinate with QC to ensure QC inspection criteria reflects industry standards and customer desires
 - b. Track project details through Google spreadsheet to include compiling relevant customer information, material options, cost estimates, shipping information, order quantity, colors, sizes, materials, tags, labels, packing instructions, and billing details
 - c. Store project-related files and content on Google Drive and P-drive in the appropriate locations.
 - d. Ensure professional and timely communications with the customer to
 - i. Collect technical specifications and ensure all necessary information is documented for completing an order, both in sampling and production
 - ii. Keep the customer informed about the status of an order
 - iii. Advise customers on timing, suitable materials, design modifications, and costing
 - iv. Provide good customer service and connect customers to the positive impact of working with Purnaa to encourage customer satisfaction and retention, foster re-orders, and meet or exceed Purnaa sales goals
2. Actively participate in Project Management meetings, activities, and goals
 - a. Help to create, maintain, and improve project management systems to ensure accurate, timely, and professional workflow
 - b. Help effective teamwork by documenting changes to Purnaa's processes, and create new documentation as we learn and develop new ways to execute Purnaa's orders
 - c. Help to set and achieve quarterly Milestone goals
 - d. Help to foster a culture of continuous improvement
3. Assist with and carry out other assigned tasks, projects, and roles within the larger Purnaa Team

Working Hrs: Purnaa office hours are Monday to Friday, 8:30 am – 5:30 pm, but flexible work schedule may be required to meet deadlines.

Salary: Nrs 43,000