



**Title:** Sewing Production Manager

**Reports to:** Director of Operations

**Location:** Purnaa Enterprises, Pvt. Ltd., Chhampi-9, Godawari, Lalitpur

**Job purpose:** Demonstrate servant leadership while overseeing sewing production operations, ensuring all teams deliver on schedule, meet quality standards, and operate in a safe, efficient, and people-centered environment.

**Ideal Candidate and Qualifications:** Believes in Purnaa's mission of providing quality, full-time employment. He or she is a hands-on, people-centered leader with technical knowledge of sewing manufacturing. This person can also collaborate across departments while overseeing complex manufacturing workflows. 3-5 years of experience in garment or sewing production with at least 2-3 years in a managerial role is desirable, but a variety of backgrounds may be acceptable.

**Key Responsibilities and Accountabilities:**

- 1) Manage Sewing Manufacturing
  - a. Maintain the sewing production calendar
  - b. Work with Sales, Project Development, and Sourcing to ensure there are no production delays and products ship on time
  - c. Participate in Pre-Production Meetings. Understand the product design requirements
  - d. Coordinate sewing manufacturing teams to ensure production efficiency from start to finish
  - e. Proactively identify, troubleshoot, and solve operational/personnel problems
  - f. Ensure that all workspaces are safe, well-maintained and staffed by fully trained team members
- 2) Oversee Sewing Manufacturing Teams. Lead, manage, and hold teams accountable for their daily work and goals including:
  - a. Sampling
    - i. Work with the Sample Team Leader to ensure all projects are completed on time
    - ii. Support the team in advanced problem-solving, making development recommendations that ensure ease of manufacturing while respecting the customer's specifications
  - b. Cutting
    - i. Understand cutting requirements for each project
    - ii. Work with Cutting Team Leader to ensure all products are cut with minimal wastage
  - c. Decorations: Embroidery and Printing
    - i. Assist both Embroidery and Printing teams in achieving their measures of success
    - ii. Coordinate material flow to and from these teams and assist in resolving QC challenges
  - d. Sewing Manager
    - i. Provide oversight and coordination to support the Sewing Manager in preparing products, production lines, and Sewers for efficient, high-quality production
- 3) Misc
  - a. Suggest, participate in, and oversee the implementation of quarterly departmental milestones
  - b. Coach and mentor Team Leaders to strengthen technical skills, leadership capacity, and problem-solving abilities for continuous departmental improvement
  - c. Lead weekly Team Leader Meetings to review performance, challenges, and priorities
  - d. Report accurate salary, piece rate, and overtime data to accounting at the end of every month

**Working Hrs:** Monday – Friday, 8:30am – 5: 30pm. Overtime may be required to meet deadlines.

**Salary:** Nrs 51,205 after probation (Nrs 34,307 during probationary period). Additional benefits include health allowance, transportation allowance, SSF, and more.