



## Job Advertisement

### Project Manager

Purnaa is an ethical cut-and-sew manufacturer based in Kathmandu, Nepal. Our mission is to provide world-class, ethical manufacturing that empowers marginalized people and survivors of exploitation to fresh starts and fulfilled lives. We gauge our success by the lives we impact. We are looking for someone to join our team as a project manager.

Join us and Apply today!

**Job purpose:** Management of Purnaa's customer orders: coordinating between customers and Purnaa's different departments to ensure timely and correct fulfillment of projects.

**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 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 customer to
    - i. Collect technical specifications and ensure all necessary information is documented for completing an order both in sampling and production
    - ii. Keep customer informed about 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 executing 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, 8:30am – 5:30pm, but flexible work schedule may be required to meet deadlines.

**Salary:** Rs 30,000 – Rs 45,000 depending on experience

#### **Qualification Requirements**

1. Bachelor's degree or higher in a related field
2. 2+ years of work experience
3. Excellent written and spoken English for working with foreign customers
4. Strong computer skills for general administrative tasks and project planning with spreadsheets
5. Good organization skills and strong attention to detail