

<b>Job Title</b>	Assistant Merchandiser
<b>Company</b>	Brij & Co.
<b>Location</b>	Wazirpur, Delhi

### Position Overview:

We are seeking a highly organized and detail-oriented Assistant Merchandiser to join our dynamic team. The Assistant Merchandiser will support the merchandising team in managing the garment production and supply chain processes.

This role involves coordinating with production teams and creating detailed job sheets to ensure smooth workflow and accurate production.

### Key Responsibilities:

- Prepare detailed job sheets for each garment production run, outlining specifications, fabric types, production timelines and quality standards.
- Ensure job sheets are accurately completed and communicated to production team to facilitate efficient workflow.
- Plan and organize a pre-production meeting (PPM) with the team.
- Assist in coordinating fabric and material sourcing, ensuring quality and cost effectiveness.
- Analyze market trends, and customer feedback to assist in forecasting demand and optimizing product lines.
- Work closely with the customers to place orders, track shipments, and manage delivery schedules.
- Follow up with customers to ensure timely payment of invoices and communicate updates to Finance and Accounts department
- Coordinate with finance team to address any discrepancies or issues related to payments.

### Qualification and Skills Required:

- Bachelor's degree in Merchandising, or related field
- Proven experience of a minimum 2 years as an Assistant Merchandiser in the garment industry
- Detail oriented approach with a commitment to quality and continuous improvement
- Exceptional communication, negotiation and interpersonal skills

### How to Apply:

Please submit your resume and portfolio at **jobs@brij.com** and why you are the ideal candidate for this position.

### Benefits:

- Competitive Salary
- Health Insurance
- Opportunities for professional development and growth

**Brij & Co**

manufacturers & exporters : t-shirts, shirts, caps & uniforms

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