

Job Posting: Materials Sourcing Manager

About Us:

We are a leading apparel manufacturing company dedicated to producing high-quality garments for a diverse range of clients. We are currently seeking an experienced Materials Sourcing Manager to join our team and ensure the efficient sourcing of materials required for our production processes. This role is integral to maintaining our supply chain's efficiency, quality standards, and cost-effectiveness.

Position Overview:

The Materials Sourcing Manager will be responsible for managing the sourcing, procurement, and quality control of all materials (fabrics, trims, and accessories) required for garment production. This role requires strong vendor management skills, cost negotiation expertise, and the ability to collaborate effectively with internal teams and external suppliers.

Key Responsibilities:

1. **Material Sourcing & Procurement:** Source and procure materials such as fabrics, trims, labels, buttons, zippers, and other components required for garment production. Strong experience in outerwear/uniform development (min 8 years).
2. Identify, evaluate, and select suppliers based on quality, pricing, lead times, and delivery reliability.
3. Negotiate favorable contracts and terms with suppliers to optimize cost efficiency while maintaining product quality.
4. **Supplier Relationship Management:** Build and maintain strong relationships with key suppliers to ensure reliable, long-term partnerships. Monitor supplier performance and resolve any issues related to quality, delivery, or pricing.
5. **Quality Assurance:** Collaborate with the quality control team to ensure sourced materials meet the required specifications and standards. Conduct or coordinate sample testing for new materials to ensure compatibility with garment designs and production needs.
6. **Inventory & Cost Management:** Oversee inventory levels, ensuring materials are available as needed without overstocking. Track and analyze market trends and material prices to implement cost-effective sourcing strategies.
7. **Collaboration with Design and Production Teams:** Work closely with design and production teams to understand material needs based on design requirements and production schedules. Provide input on material availability, trends, and alternative sourcing options.

8. Logistics & Supply Chain Coordination: Coordinate with logistics teams to ensure timely and cost-effective delivery of materials. Monitor shipping and delivery processes to ensure materials arrive on time and meet quality standards.
9. Sustainability & Ethical Sourcing: Ensure sourcing aligns with sustainability, ethical, and environmental standards. Stay updated on sustainable material trends and integrate them into sourcing strategies.
10. Reporting & Documentation: Maintain accurate records of contracts, purchase orders, and supplier agreements.
11. Risk Management: Proactively manage risks in the supply chain, including price fluctuations, material shortages.
12. Basic technical understanding of Microsoft EXCEL and information technology

Qualifications:**Education:**

Bachelor's degree in Supply Chain Management, Textile Engineering, Business Administration, Fashion Merchandising, or a related field.

Advanced qualifications or certifications in procurement or supply chain management are a plus.

Experience:

8 years of experience in sourcing, procurement, or supply chain management within the apparel manufacturing industry.

Proven experience in vendor management, cost negotiations, and material procurement.

Familiarity with global sourcing, trade regulations, and international supply chains.

Skills & Abilities:

In-depth knowledge of textile materials, trims, and garment production processes.

Strong negotiation and communication skills.

Proficient in ERP systems, procurement software, and Microsoft Office Suite.

Excellent problem-solving and decision-making abilities.

Ability to work under pressure and meet tight deadlines.

What We Offer:

Competitive salary and benefits.

Opportunity to work in a dynamic, fast-paced manufacturing environment.

Career development and growth opportunities.

A collaborative and supportive team culture.