

Job Title: **Sr. Merchandiser**

Qualification: **Bachelor's degree / Diploma in Fashion Technology, Apparel Merchandising, or related field**

Experience: **7 - 10 years for the said field**

Location: **PS Srijan Corporate Park, Premises No Block GP, Plot – 2, Sector-V, Saltlake, Kolkata - 700091 (Corporate Office)**

### **Job Summary:**

#### **Buyer Communication & Order Management**

- Handle buyer accounts independently and maintain effective communication.
- Receive and analyze buyer tech packs, specifications, and samples.
- Prepare costing, negotiate prices, and finalize orders.
- Manage T&A (Time & Action) calendar to ensure on-time delivery.

#### **Product Development**

- Coordinate sample development (proto, fit, size set, pre-production).
- Ensure sample approvals as per buyer requirements.
- Liaise with design, sampling, and production teams for smooth execution.

#### **Production Follow-up**

- Monitor fabric and trim sourcing, testing, and approvals.
- Follow up with production, QA, and logistics teams to meet shipment deadlines.
- Identify potential delays and take proactive measures to resolve issues.

#### **Coordination & Communication**

- Act as the bridge between buyer, factory, and vendors.
- Ensure clarity and accuracy in communication and documentation.
- Conduct regular production meetings and provide updates to management and buyers.

#### **Costing & Negotiation**

- Prepare detailed cost sheets considering fabric, trims, processing, and overheads.
- Negotiate pricing with buyers and vendors to achieve target margins.

#### **Quality & Compliance**

- Work closely with QA/QC teams to ensure buyer quality standards.
- Ensure adherence to compliance, testing, and documentation requirements.

#### **Shipment & Documentation**

- Monitor finishing, packing, and shipment arrangements.
- Verify documents like invoices, packing lists, and inspection reports before dispatch.

### **About Shreeji Manufacturing Company**

At Shreeji Manufacturing Company, we're reimagining garment manufacturing with creativity and care. Based in Kolkata and known for our expertise in knitwear, we proudly supply to leading retailers such as Zudio (Strategic partner), Bazaar Kolkata, Lux, - to name a few. Our design-led approach and client-first mindset are powered by a young, ambitious team that believes every order is an opportunity to grow, improve, and impress — as we expand our reach beyond domestic markets into

global partnerships. With a daily production capacity of over 60,000 pcs per day we are aiming to grow our think tank to be one of the best in East India.

Our story is built on a legacy of over four decades in the apparel industry — with the founding family bringing deep experience across sourcing, product, and supply chain. Over the last 15 years, Shreeji has sharpened its focus on manufacturing, building a strong footprint in the industry for on time deliveries at scale with unmatched quality & designs.

### **Why Work with Shreeji**

If you thrive in a fast-paced, growth-driven environment where ideas matter and people take ownership, you'll fit right in.

- **At Shreeji, you'll get to:**
- • Work with leading fashion and retail brands in India and beyond.
- • Be part of a dynamic team that values creativity, initiative, and continuous learning.
- • Experience a culture of collaboration, warmth, and accountability.
- • Grow with a company that's scaling rapidly and setting new benchmarks in quality and service.