

STICHWELL- Junior Executive (Leather Purchase & Manufacturing)

Position Title: Junior Executive – Leather Purchase & Manufacturing

Department: Purchase / Production

Reporting To: Purchase Manager / Production Manager

Job Location: Kasba, Bantala, Kolkata, WB

Salary: As per Industry standard

Email CV at: malay@stichwell.com

Key Responsibilities

Purchase & Procurement

- Assist in sourcing leather, lining, fittings, chemicals, and other raw materials.
- Coordinate with suppliers for quotations, samples, pricing, and delivery schedules.
- Prepare purchase orders and maintain purchase records.
- Follow up with vendors for timely supply of materials.
- Compare rates and maintain cost control.
- Check incoming leather quality, quantity, and specifications.

Manufacturing Coordination

- Coordinate with cutting, stitching, finishing, and packing departments.
- Monitor daily production activities and report production status.
- Ensure availability of materials for uninterrupted production.
- Assist in production planning and workflow management.
- Coordinate with QC department for quality compliance.
- Maintain production and stock records.

Inventory & Documentation

- Maintain stock registers and material consumption records.
- Prepare reports related to purchase, production, and inventory.
- Assist in ERP/data entry and documentation work.
- Maintain proper filing of invoices, challans, and supplier documents.

Vendor & Factory Coordination

- Develop and maintain good relationships with suppliers and factory teams.
- Visit local markets/vendors if required for material sourcing.
- Coordinate with transporters and stores department.

Required Skills

- Basic knowledge of leather and leather goods manufacturing.
- Good communication and negotiation skills.
- Knowledge of MS Excel, Word, and email correspondence.
- Ability to coordinate with multiple departments.
- Basic understanding of production processes and inventory management.
- Ability to work under pressure and meet deadlines.

Educational Qualification

- Graduate / Diploma in Leather Technology, Production, Supply Chain, or related field.
- Freshers or candidates with 1–2 years' experience in leather industry preferred.

Preferred Industry Experience

Experience in:

- Leather bags
- Wallets
- Belts
- Small leather goods
- Tannery or leather accessories manufacturing

Personal Attributes

- Honest and responsible
- Good team player
- Quick learner
- Organized and disciplined
- Willingness to travel locally for purchase activities if required