



Production Assistant

The Company:

Founded in 2003, JRC London specialises in textile services – from print design through to bulk production – for garment manufacturers and retailers in the UK, Europe, and the US. Supplying trend-setting commercial prints and a comprehensive range of plains and fancies produced in Turkey, Sri Lanka, India and China, we also offer responsible fabric solutions and have a vast range of recycled and sustainable fabric options. Working closely alongside clients from an array of online and high street brands, JRC upholds a strong focus on combining creative design with efficient, high quality production. JRC London is GRS, BCI, and GOTS accredited.

The Role:

We now have a vacancy for a full time Production Assistant at our London office.

- Critical Path monitoring
- Reviewing strike off and bulk submits before submission to the customer
- Forming and relaying commercial and constructive submit comments to mills
- Close liaison with mills and customers
- Working closely with the Fabric Technologist to ensure each order has passed relevant testing and compliance measures prior to shipment
- Handover of each order to the Accounts & Logistics Assistant at the point of shipment
- Overseeing any order amendments and relaying to the mill accordingly
- Keeping supplier and customer Production Trackers updated

The Candidate:

- Ideal candidate would have a minimum of 2 years working experience in a similar role within fashion textiles and have a clear understanding of the Textile Production process
- Experience of Critical Path Management
- Confident and proactive approach to workload and tasks
- Competent with Microsoft Office Suite (Outlook, Word, Excel)
- Able to work well under pressure and comfortable working in a fast paced office
- Strong written and verbal communication skills

How to Apply:

Please send your covering letter, CV, salary expectations and availability to Jodie@jrclondon.com.

Please note only successful applicants will be contacted.