

People Tree

Sustainable and Fair Trade Fashion

People Tree is an award winning sustainable fashion label with Wholesale and Ecommerce operations in Britain and Japan. We create contemporary, stylish collections while respecting people and planet. We pay our producers a fair price and set the best environmental practice standards in garment production. Our current stockists include John Lewis, House of Fraser, Otto Group, ASOS, Amazon and 250 top independent boutiques throughout UK, Europe and USA. For more details visit www.peopletree.co.uk

Job description: Design Assistant (part time)

- Design team – 1 day per week (Reporting to Creative Director).

Main Responsibilities (1 day per week)

- Assist the research and development of fabrics, prints, embroidery, trims and jewellery as directed.
- Assist requesting sampling fabrics and 1st samples. Liaise with the producers to ensure they are sent on time in line with the critical path.
- Create CAD drawings.
- Support creating theme boards ensuring all design boards up to date and well presented
- Give correct design information, CAD drawings and trims details to the Garment Techs in order for them to make accurate specification sheets.
- Accurately fill in the product bible.
- Order trims for sampling as required.
- Assist weekly phone/skype calls with the producers to check progress of any new development.
- Ensure efficient communication with the producers and the design team at all times, escalating any technical issues or problems promptly to the design team
- Ensure that all work is checked and accurate before being sent out to producers.
- Weekly clear communication to Creative Director, Garment Techs and Designer.
- Maintaining design folders and design area up to date, organised and tidy manner

Requirements:

- Up to 2 years' experience in a similar role.
- Experience in either jersey and/or woven fabric groups.
- Enthusiastic and proactive with a positive, can-do attitude.
- Good knowledge of Excel and Word. Excellent Photoshop and Illustrator skills.
- Confident communicating with producers by phone, skype and email.
- Excellent time management and organisational skills.
- Keen interest in sustainable and fair trade fashion.